



ELTE

FACULTY OF
HUMANITIES

Neptun Training

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Neptun Study System

This is where you manage your studies

- registration for courses
- registration for exams
- check your progress
- payments
- Neptun Meet Street



NEPTUN

Neptun Study System

neptun.elte.hu



NEPTUN



ELTE

FACULTY OF
HUMANITIES

Welcome & Information Days

Neptun Study System

On neptun.elte.hu you can switch to English.

The screenshot shows the ELTE Neptun website. The top navigation bar is dark blue and contains the ELTE logo, the text 'ELTE Neptun', a 'Súgó' (Help) dropdown menu, and a 'Belépés' (Login) button next to a UK flag icon, which is circled in red. Below the navigation bar, the main content area is titled 'Hirdetések' (Announcements). It features two announcements: one with a photo of the ELTE building and the text 'Köszöntjük a megújult ELTE Neptun kezdőlapon!' (We welcome you to the updated ELTE Neptun homepage!), and another with the NEPTUN logo and the text 'Belépés az oktatói és hallgatói webre' (Login to the faculty and student web). The bottom of the page has a dark blue footer with links to 'ELTE Honlap', 'ELTE Shop', 'ELTE Sport Kft.', 'Q-tér', 'Eötvös Kiadó', and 'Egyetemi Könyvtár'.

Neptun Study System

On this page, you will always see some current news, and you can enter your Neptun from here.

The screenshot shows the ELTE Neptun website. The top navigation bar is dark blue and contains the ELTE logo, the text 'ELTE Neptun', a 'Súgó' (Help) dropdown menu, a 'Belépés' (Login) button, and a small UK flag icon. Below the navigation bar, the main content area has a white background. It starts with the heading 'Hirdetések' (Announcements). There are two announcement cards. The left card features a photograph of the ELTE main building and the text 'Köszöntjük a megújult ELTE Neptun kezdőlapon!' (We welcome you to the updated ELTE Neptun homepage!) with a subtext 'ELTE Oktatási Igazgatóság, 6 hete' (ELTE Educational Administration, 6 weeks). The right card has a blue header with 'Eötvös Loránd Tudományegyetem' and the 'NEPTUN' logo, followed by the text 'Oktatói / Hallgatói ELTE' and 'Belépés az oktatói és hallgatói webre' (Login to the faculty and student web) with a subtext 'ELTE Oktatási Igazgatóság, 6 hete'. At the bottom of the page, there is a dark blue footer bar with white links: 'ELTE Honlap', 'ELTE Shop', 'ELTE Sport Kft.', 'Q-tér', 'Eötvös Kiadó', and 'Egyetemi Könyvtár'.

Neptun Study System

Click on “ELTE Neptun” to log in your account.

ELTE Neptun Súgó ▾ Belépés

Hirdetések

Köszöntjük a megújult ELTE Neptun kezdőlapon!
ELTE Oktatási Igazgatóság, 6 hete

NEPTUN
Egységes Tanulmányi Rendszer

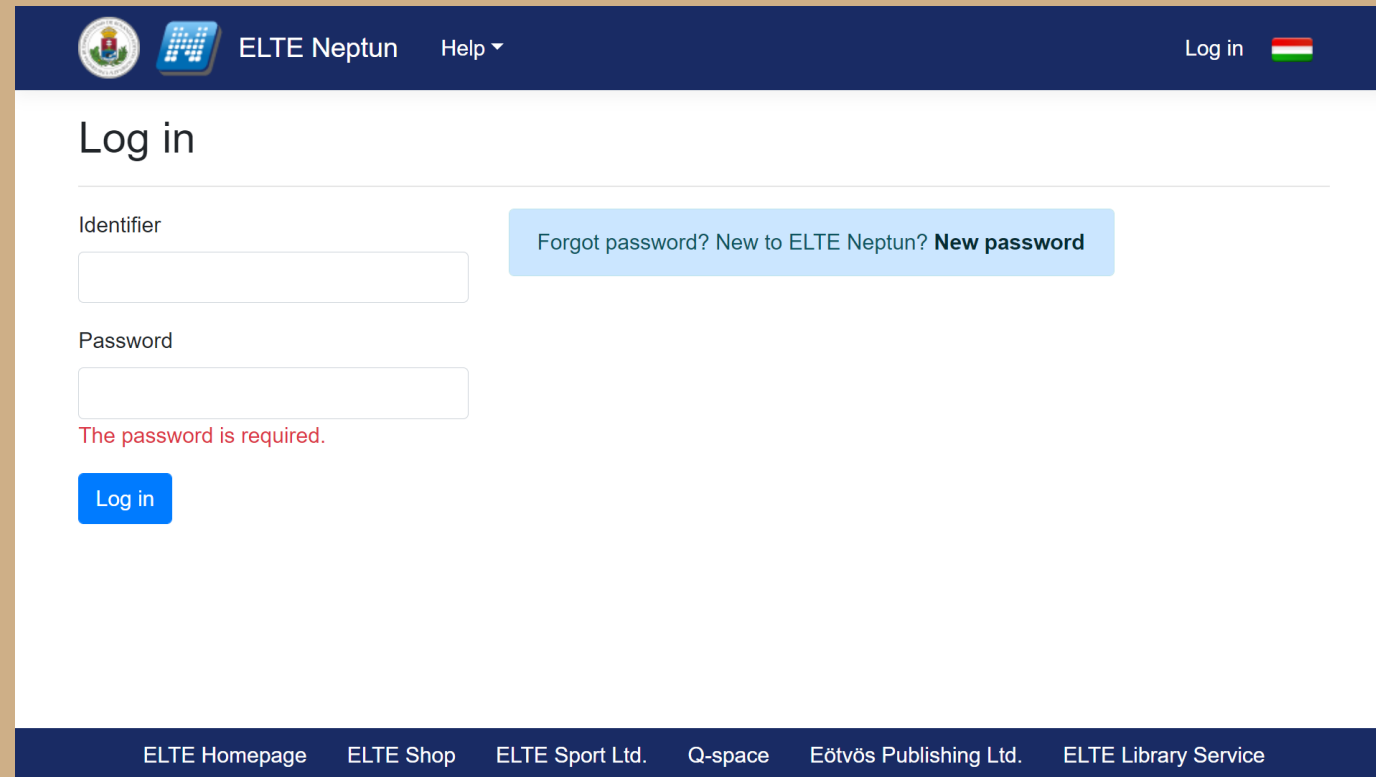
Oktatói / Hallgatói ELTE

Belépés az oktatói és hallgatói webre
ELTE Oktatási Igazgatóság, 6 hete

ELTE Honlap ELTE Shop ELTE Sport Kft. Q-tér Eötvös Kiadó Egyetemi Könyvtár

Neptun Study System

Type in your identifier (Neptun-code), and then the password.
After: “Log in”.



The screenshot shows the ELTE Neptun login interface. At the top, there is a dark blue header with the ELTE logo, the text "ELTE Neptun", a "Help" dropdown menu, and a "Log in" link with a Hungarian flag icon. Below the header, the main content area is white and titled "Log in". It features two input fields: "Identifier" and "Password". To the right of the "Identifier" field is a light blue button with the text "Forgot password? New to ELTE Neptun? New password". Below the "Password" field, there is a red error message: "The password is required.". At the bottom of the login section is a blue "Log in" button. The footer is a dark blue bar containing links to "ELTE Homepage", "ELTE Shop", "ELTE Sport Ltd.", "Q-space", "Eötvös Publishing Ltd.", and "ELTE Library Service".

ELTE Neptun Help

Log in

Log in

Identifier

Forgot password? New to ELTE Neptun? **New password**

Password

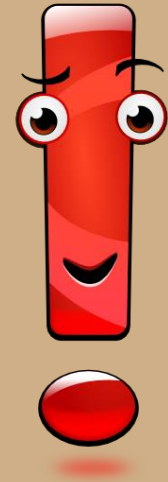
The password is required.

Log in

ELTE Homepage ELTE Shop ELTE Sport Ltd. Q-space Eötvös Publishing Ltd. ELTE Library Service

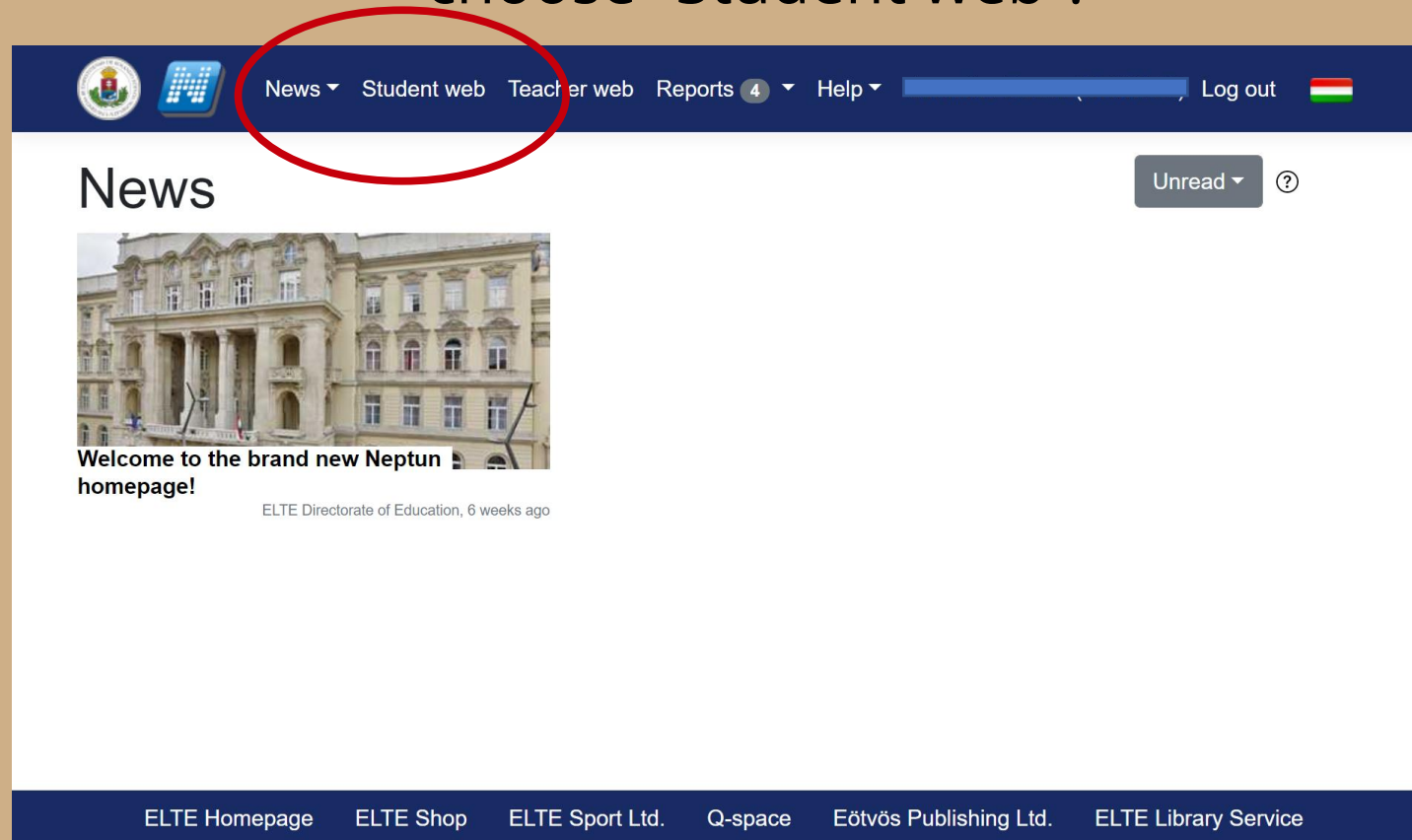
Neptun Study System

Your Neptun code is your administrative university ID. You cannot change it, and you need to use it for all administration.
Make sure you remember it.



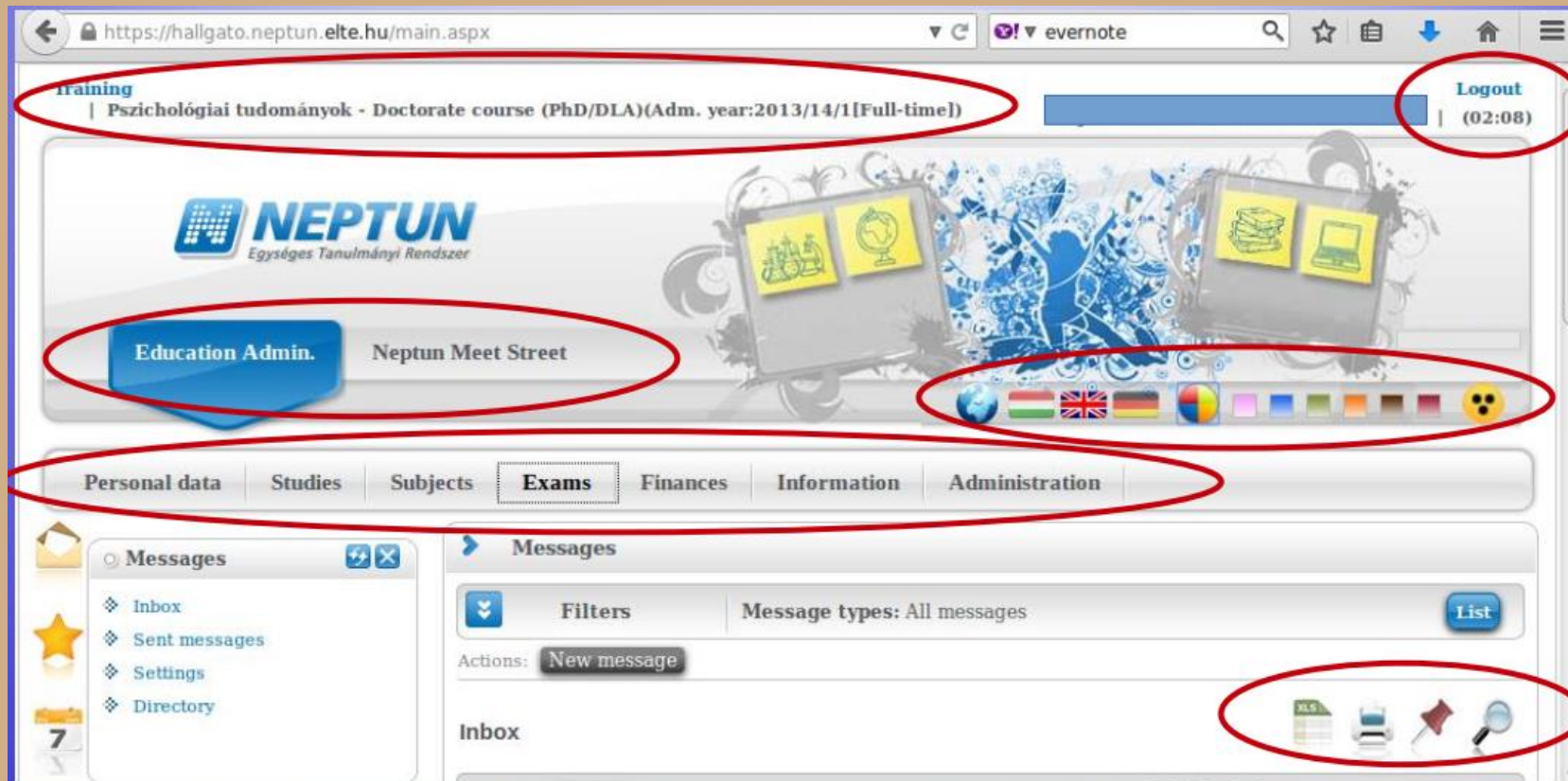
Neptun Study System

This intermediate screen also shows some news. To enter the account, choose "Student web".



Neptun Study System

This is the Neptun student platform.
You can change the theme and the language if you want.



Neptun Study System

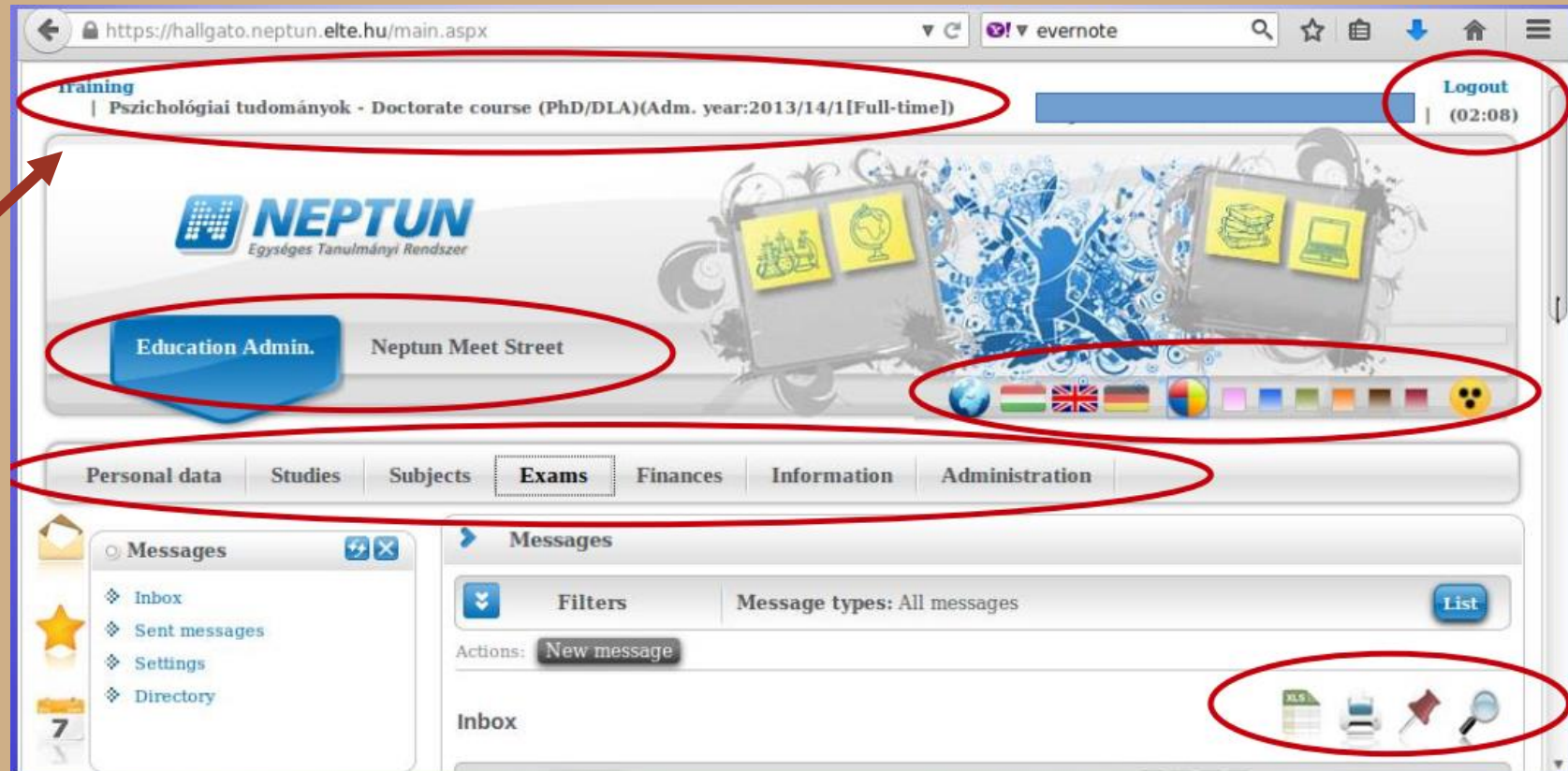
If you scroll down, you will see your Messages Inbox. You will receive system messages (most will be in Hungarian) as well as messages from your teachers, coordinators (they will write in English).

The screenshot shows the Neptun Study System interface. On the left, there is a sidebar with 'Messages' (Inbox, Sent messages, Settings, Directory) and 'Favourite functions'. Below that is a 'Calendar' for August 2014. The main area is titled 'Messages' and shows a list of messages in the 'Inbox'. A red oval highlights the message list table.

Delete	Sender	Subject	Receive date
<input type="checkbox"/>	ELTE Neptun	HKR módosítás a rangsorolások kurzusjelentkezés esetén történt előnyben részesítéssel kapcsolatban	8/26/2014 5:07:14 PM
<input type="checkbox"/>	Czeiner Márta	értesítés hivatalos irat érkezéséről	7/2/2014 11:28:24 AM
<input type="checkbox"/>	System message	A PSZD13-ISMA-103 tárgyra jegybeírás történt!	6/26/2014 9:11:21 AM
<input type="checkbox"/>	Nádasdy Zoltán Dr.	Essays	6/23/2014 9:35:03 PM
<input type="checkbox"/>	System message	A PSZD13-ISMF-103 tárgyra jegybeírás történt!	6/22/2014 6:37:03 PM
<input type="checkbox"/>	System message	A PSZD13-KFEI-104 tárgyra jegybeírás történt!	6/3/2014 1:11:13 PM
<input type="checkbox"/>	System message	A PSZD13-ISMF-109 tárgyra jegybeírás történt!	6/1/2014 6:36:30 PM
<input type="checkbox"/>	Király Ildikó Dr.	utolsó óra dátuma	5/21/2014 10:27:28 AM

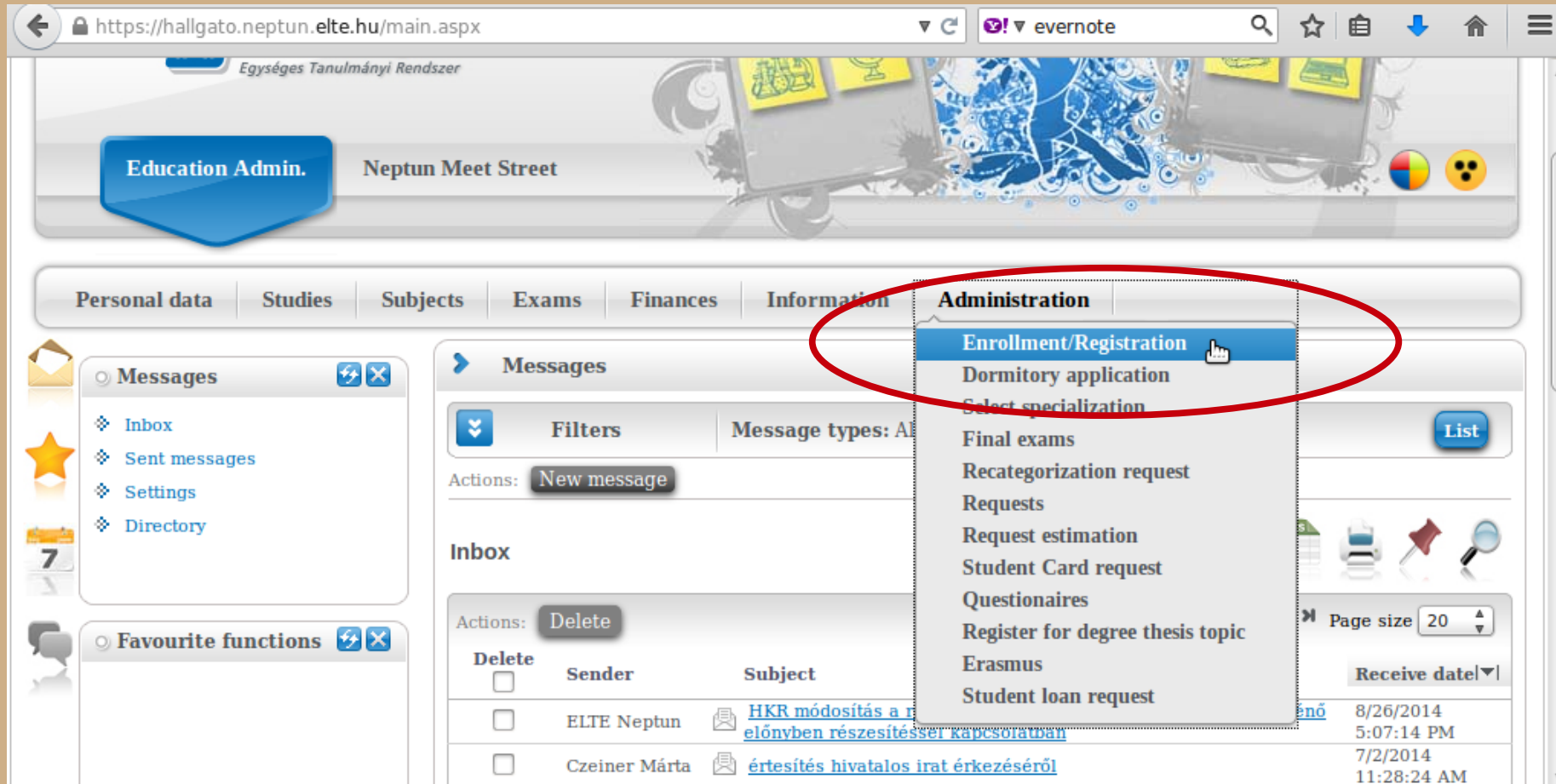
Neptun Study System

Choose your
current training.



Enrolment and semester activation

First of all, you need to check whether your registration for the semester is fine.



Enrolment and semester activation

You can see the status for all semesters up until now. The “Term” column shows all the semesters, and whether you are/were “active” during that semester.

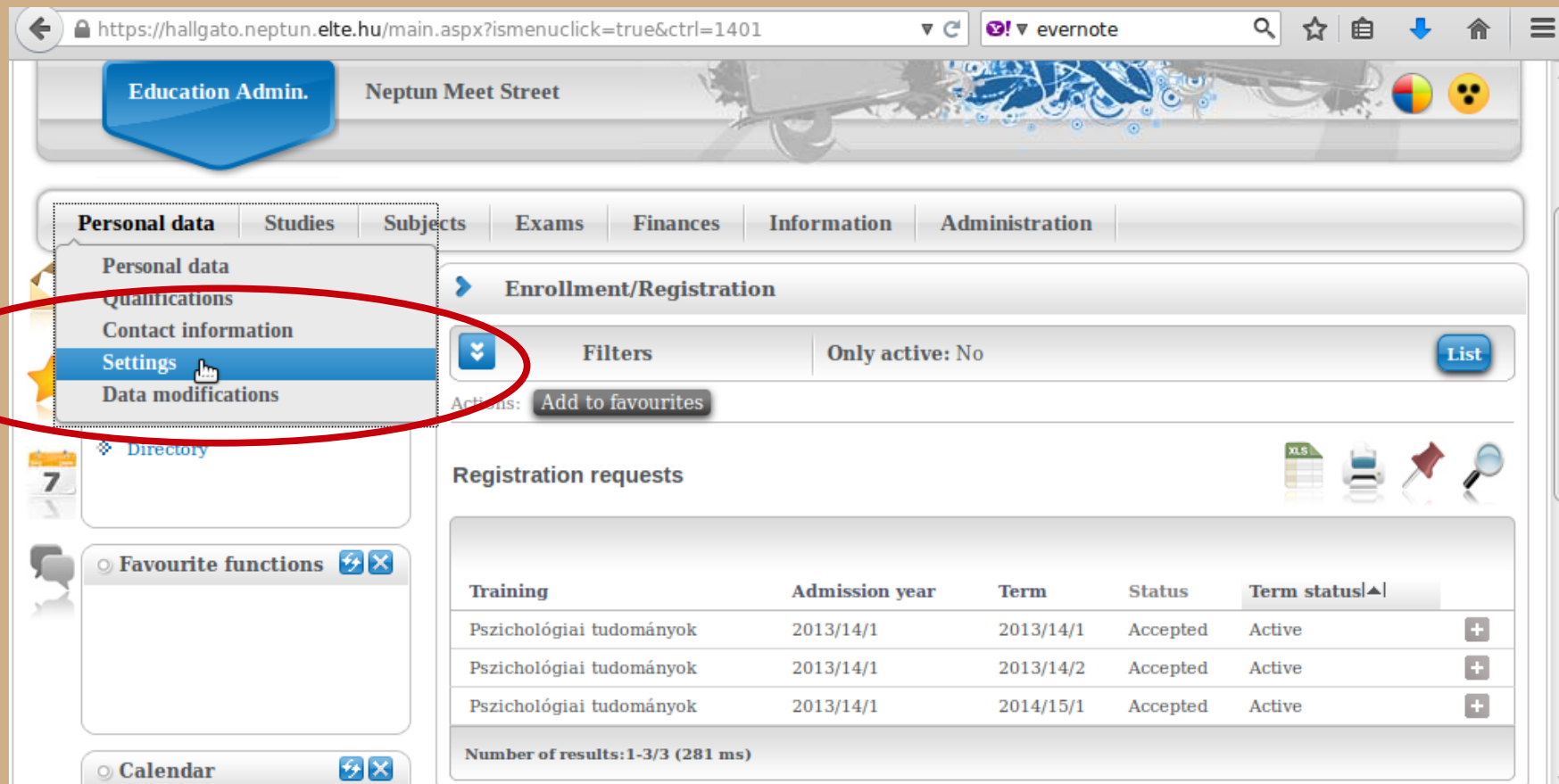
The screenshot shows the Neptun Meet Street web application interface. The left sidebar contains navigation tabs: Personal data, Studies, Subjects, Exams, Finances, Information, and Administration. The 'Personal data' tab is selected, and its sub-menu is open, showing options like Personal data, Qualifications, Contact information, Settings (highlighted), and Data modifications. The main content area is titled 'Enrollment/Registration' and includes a 'Filters' section with 'Only active: No' and a 'List' button. Below this is the 'Registration requests' section, which contains a table with the following data:

Training	Admission year	Term	Status	Term status
Pszichológiai tudományok	2013/14/1	2013/14/1	Accepted	Active
Pszichológiai tudományok	2013/14/1	2013/14/2	Accepted	Active
Pszichológiai tudományok	2013/14/1	2014/15/1	Accepted	Active

The table is circled in red. Below the table, it says 'Number of results: 1-3/3 (281 ms)'.

Changing password

You can change your password anytime.



The screenshot shows the Neptun Meet Street web application interface. The browser address bar displays the URL: <https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=1401>. The page header includes "Education Admin." and "Neptun Meet Street". A navigation bar contains tabs: "Personal data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration". The "Personal data" tab is selected, and its dropdown menu is open, with the "Settings" option highlighted by a red circle. Other options in the menu include "Personal data", "Qualifications", "Contact information", and "Data modifications". The main content area is titled "Enrollment/Registration" and includes a "Filters" section with "Only active: No" and a "List" button. Below this is a "Registration requests" table with columns: "Training", "Admission year", "Term", "Status", and "Term status". The table contains three rows of data for "Pszichológiai tudományok".

Training	Admission year	Term	Status	Term status
Pszichológiai tudományok	2013/14/1	2013/14/1	Accepted	Active
Pszichológiai tudományok	2013/14/1	2013/14/2	Accepted	Active
Pszichológiai tudományok	2013/14/1	2014/15/1	Accepted	Active

Number of results: 1-3/3 (281 ms)

Changing password

Make sure it is at least 8 characters long and has three of the following: lowercase letters, capital letters, numbers, special characters.

The screenshot shows a web browser window with the URL `https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0104`. The browser's address bar also shows an 'evernote' extension. The page has a navigation bar with tabs: 'Personal data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. On the left side, there are three panels: 'Messages' (with links to Inbox, Sent messages, Settings, and Directory), 'Favourite functions', and 'Calendar' (showing August 2014). The main content area is titled 'Settings' and includes an 'Add to favourites' button. Below this, there are four buttons: 'Change password' (highlighted in blue), 'Search authorization', 'Profile management', and 'Outlook export'. A yellow callout box with a smiley face icon contains the instruction: 'Enter your current password then the new one two times and click on the "Change password" button!'. Below the callout, there are three input fields labeled 'Current password:', 'New password:', and 'Confirm new password:'. The 'New password' and 'Confirm new password' fields are highlighted in yellow. A blue 'Change password' button is at the bottom, with a mouse cursor hovering over it.

Checking data

check your data in the system. First is your personal data.

The screenshot shows a web browser window with the URL `https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0104`. The page header includes 'Education Admin.' and 'Neptun Meet Street'. A navigation bar contains tabs for 'Personal data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Personal data' tab is selected and highlighted with a red oval. Below this tab, a dropdown menu is open, showing options: 'Personal data' (with a mouse cursor), 'Qualifications', 'Contact information', 'Settings', and 'Data modifications'. To the right of the dropdown, a 'Settings' section is visible, featuring an 'Add to favourites' button and a 'Change password' button. Below these are buttons for 'Search authorization', 'Profile management', and 'Outlook export'. A yellow callout box with a smiley face icon contains the text: 'Enter your current password then the new one two times and click on the "Change password" button!'. Below this, there are three input fields labeled 'Current password:', 'New password:', and 'Confirm new password:'. A 'Change password' button is located at the bottom of this section. On the left side of the page, there are widgets for 'Directory', 'Favourite functions', and 'Calendar'.

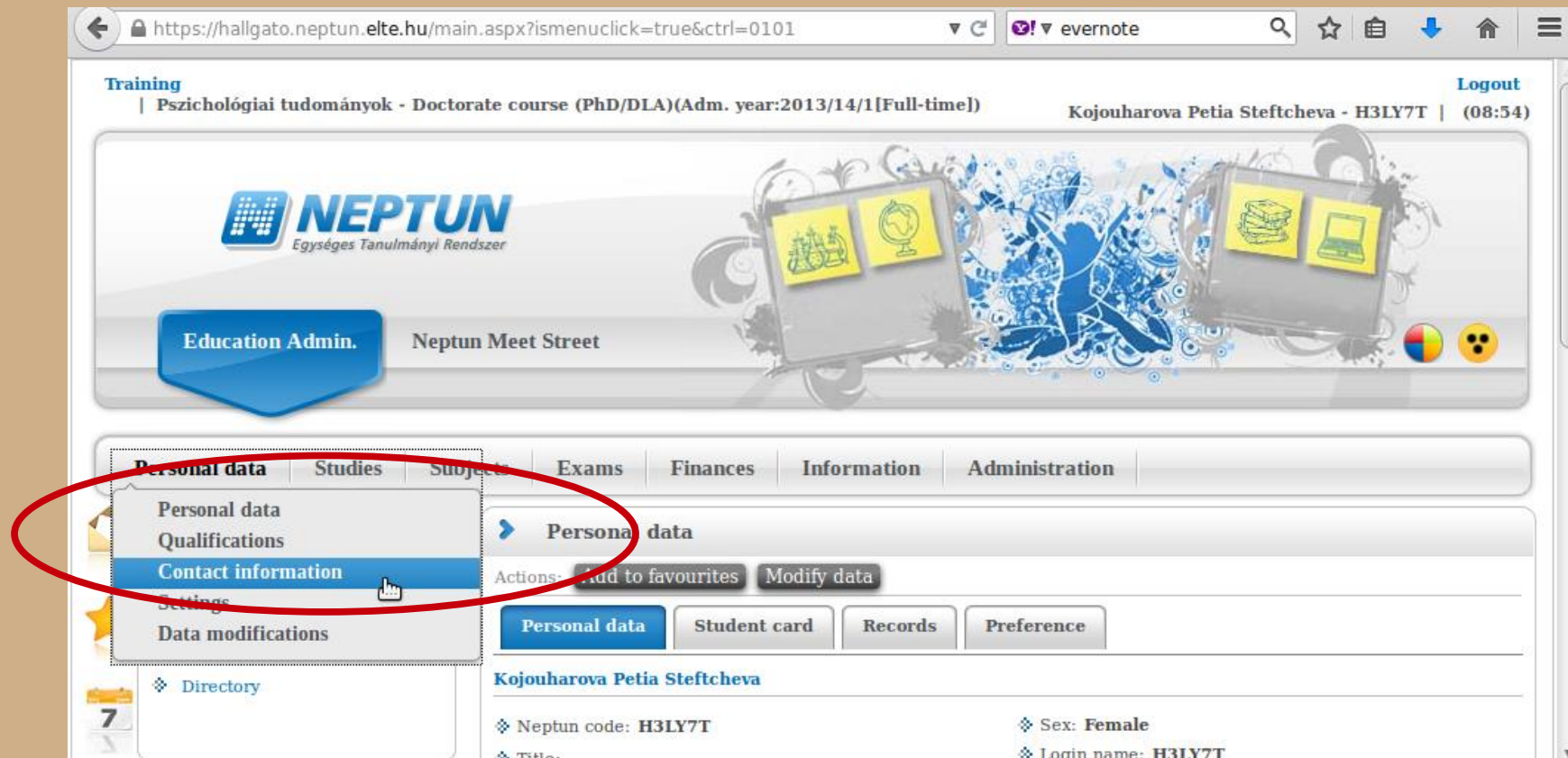
Checking data

You can modify some of the data on your own, but not all of it.
Contact your coordinator if something should be changed.

The screenshot shows the NEPTUN system interface. The browser address bar displays the URL: <https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0101>. The user is logged in as 'evernote'. The left sidebar contains navigation links: Inbox, Sent messages, Settings, and Directory. Below these are 'Favourite functions' and a 'Calendar' for August 2014. The main content area shows the user profile for 'Kojouharova Petia Steftcheva'. At the top, there are two buttons: 'Add to favourites' and 'Modify data', both of which are circled in red. Below these are four tabs: 'Personal data', 'Student card', 'Records', and 'Preference'. The 'Personal data' tab is active, displaying a list of fields with input boxes for data entry. The fields are organized into two columns. The first column includes: Neptun code, Title, Family name, Given name, Birth name, Marital status, Birth date, Birth country, Birth county, Birth place, Nationality, EHA, Duplikáció neptunkód, and Speciális szükségletűség felfedése rangsoroláskor. The second column includes: Sex, Login name, Mother's maiden name, Citizenship, Number of children, Social security number, Tax ID, Education ID, Exam id, ETR külföldi kategória, and Juttatási alapkar. At the bottom of the page, there is a checkbox labeled 'Felsőoktatási Információs Rendszerbe (FIR) bejelentett adatok'.

Checking data

Next is your contact information – address and e-mail address. Official messages can be sent to both.



Checking data

You can add and delete e-mail addresses on your own. Make sure that you add an e-mail address which you read regularly.

The screenshot shows the NEPTUN ELTE web application interface. The browser address bar displays the URL: `https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0103`. The application has a sidebar on the left with sections: Messages (Inbox, Sent messages, Settings, Directory), Favourite functions, and a Calendar for August 2014. The main content area is titled 'Contact information' and contains tabs for 'Email addresses' (highlighted with a red circle), 'Addresses', 'URL addresses', and 'Phone numbers'. Below the 'Email addresses' tab, there is a table with columns: Email address, Type, Default, and Delete. The table contains two entries: 'Personal' and 'Official'. The 'Official' entry has a green checkmark in the 'Default' column. At the bottom of the table, it says 'Number of results: 1-2/2 (0 ms)'. The interface also includes various action buttons like 'Add to favourites', 'New email address', and 'Delete'.

Email address	Type	Default	Delete
	Personal		<input type="checkbox"/>
	Official	✓	<input type="checkbox"/>

Checking data

Here you can check whether the system has your correct address. You can add, delete and change your mailing address on your own, but not your permanent address.

The screenshot shows a web application interface for managing contact information. The browser address bar displays the URL: `https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0103`. The interface includes a sidebar with navigation options: Messages (Inbox, Sent messages, Settings, Directory), Favourite functions, and a Calendar for August 2014. The main content area is titled "Contact information" and features a tabbed interface with "Email addresses", "Addresses" (highlighted with a red circle), "URL addresses", and "Phone numbers". The "Addresses" tab is active, showing a table with two entries. The first entry has a postal code of 5100 and is marked as a "Permanent address". The second entry has a postal code of 1221 and is marked as a "Mailing address". The table includes columns for "Postal code", "City", "Street address", "Type", and "Delete". The "Number of results" is 1-2/2 (0 ms). The interface also includes a "Page size" dropdown set to 20 and "Add new" and "Delete" buttons.

Messages

- Inbox
- Sent messages
- Settings
- Directory

Favourite functions

Calendar

August 2014

Postal code	City	Street address	Type	Delete
5100			Permanent address	<input type="checkbox"/>
1221			Mailing address	<input type="checkbox"/>

Number of results: 1-2/2 (0 ms)

Actions: Add new Delete

Course Registration



ELTE

FACULTY OF
HUMANITIES

Welcome and Information Days

ACADEMIC CALENDAR

Registration period (in Neptun):
Until 20:00 11 September

Study period:
12-09-2022–17-12-2022

Exam period:
19-12-2022–04-02-2023

<https://btk.elte.hu/academic-calendar>



ELTE

FACULTY OF
HUMANITIES

Welcome and Information Days

COURSE REGISTRATION

Pre-course registration period:
until 20:00 02-09-2022

Ranking registration period:
20:00 02-09-2022 – 17:00 08-09-2022

First-come, first-served:
08:00 09-09-2022–16:00 16-09-2022

Late course registration:
17-09-2022–23-09-2022

Exam registration period:
beginning of December



Course types

Lecture:

- usually 90 min long
- Grade: for a successful exam in the exam period

Course types

Seminar:

- 45 or 90 min long, smaller group of students.
- Grade: participation, homework, seminar paper, tests, presentations.
- No exam in the exam period.
- You are allowed to miss max. 3 occasions.

COURSE REGISTRATION (full-time)

Be aware of the 3 registration periods.

Check your curricula (pdf) before registration.

You can ask the help of your student mentor.

Double-check your courses until the registration ends.



COURSE REGISTRATION

Further explanation of the course registration periods +
planning:

Guide for studies on the website

CODES

BBI-ANG-102E

BBI	ANG	102E
B = BTK B = Bachelor I = International	Programme abbreviation (HUN)	Subject number and sub- group

- BBI = BA courses
- BMI = MA courses
- BMVD = free electives
- VTN = sport courses

Do not take OT, BBN or BMA code! These are for Hungarian students!



ALWAYS CHECK THE PREREQUISITES

B) General Module for Modern Language Majors: 6 credits

FLN11-101E	Introduction to linguistics	1	lect	obl	28	3	
ANG-101E	Introduction to literature	1	lect	obl	28	3	
Total					56	6	

II. Core Studies: 156 credits

A) Foundation Studies within Core Studies: 56 credits

1) Obligatory for both the English and the American specialisations: 56 credits

General Language Module: 14 credits							
ANG-102E	Language practice 1	1	sem	obl	56	4	
ANG-106E	Language practice 2	2	sem	obl	56	4	ANG-102E
ANG11-104E	Academic skills 1	1	sem	obl	28	3	
ANG11-108E	Academic skills 2	2	sem	obl	28	3	ANG11-104E
Introductory Module in English and American Studies: 13 credits							
ANG-112E	Introduction to literature	1	sem	obl	28	3	
AME-121E	The British and American political systems	1	lect	obl	28	3	
ANG11-132E	Introduction to linguistics	1	sem	obl	28	3	
ANG-141E	Foundations of phonology	2	lect	obl	14	2	
ANG-151E	Foundations of syntax	2	lect	obl	14	2	
Writing skills, typography: 5 credits							
ANG11-181E	Professional writing	1	lect	obl	28	3	
ANG11-183E	Typography	2	lect	obl	14	2	



ELTE

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ALWAYS CHECK THE PREREQUISITES

Strong prerequisite:

e.g. BBI-ANG-102E

The prerequisite have to be completed previously.

Weak prerequisite:

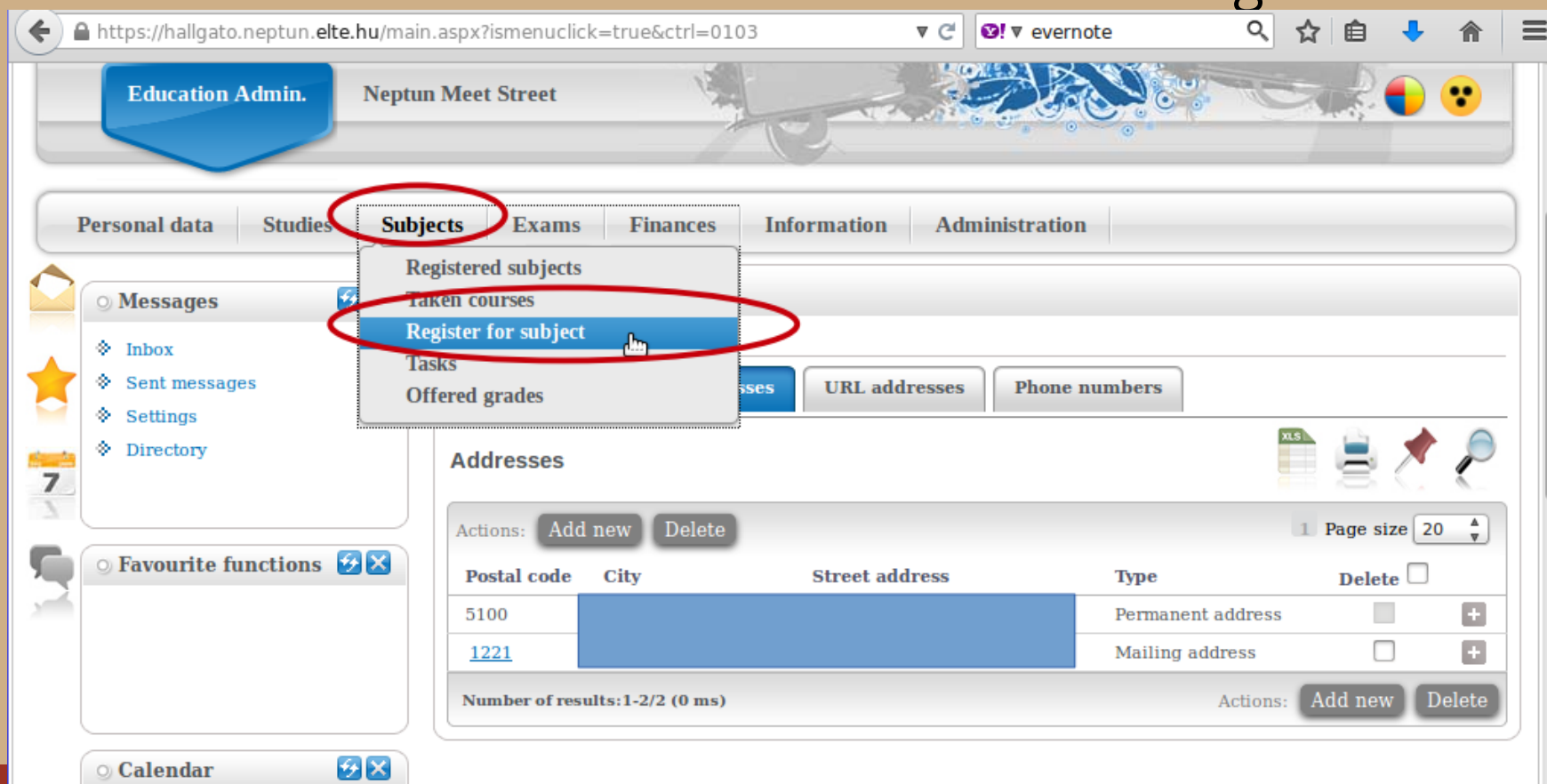
e.g. (BBI-ANG-106E)

The prerequisite can be completed together with the particular course.



Course registration

Course registration always happens in Neptun. You must register for a course in order to attend it and receive a grade.



The screenshot shows the Neptun web application interface. The browser address bar displays the URL: <https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0103>. The page header includes 'Education Admin.' and 'Neptun Meet Street'. The main navigation bar contains tabs: 'Personal data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Subjects' tab is selected and circled in red. A dropdown menu is open under 'Subjects', showing options: 'Registered subjects', 'Taken courses', 'Register for subject' (highlighted in blue and circled in red), 'Tasks', and 'Offered grades'. The left sidebar contains sections for 'Messages' (Inbox, Sent messages, Settings, Directory), 'Favourite functions', and 'Calendar'. The main content area shows an 'Addresses' section with a table of user addresses. The table has columns for 'Postal code', 'City', 'Street address', 'Type', and 'Delete'. The first row shows '5100' for the postal code and 'Permanent address' for the type. The second row shows '1221' for the postal code and 'Mailing address' for the type. The table is currently empty of data rows. The page footer includes the ELTE logo and the text 'FACULTY OF HUMANITIES'.

Education Admin. Neptun Meet Street

Personal data Studies **Subjects** Exams Finances Information Administration

Registered subjects
Taken courses
Register for subject
Tasks
Offered grades

Messages
Inbox
Sent messages
Settings
Directory

Favourite functions

Calendar

Addresses

Actions: Add new Delete

Postal code	City	Street address	Type	Delete
5100			Permanent address	<input type="checkbox"/>
1221			Mailing address	<input type="checkbox"/>

Number of results: 1-2/2 (0 ms)

Actions: Add new Delete

How to register

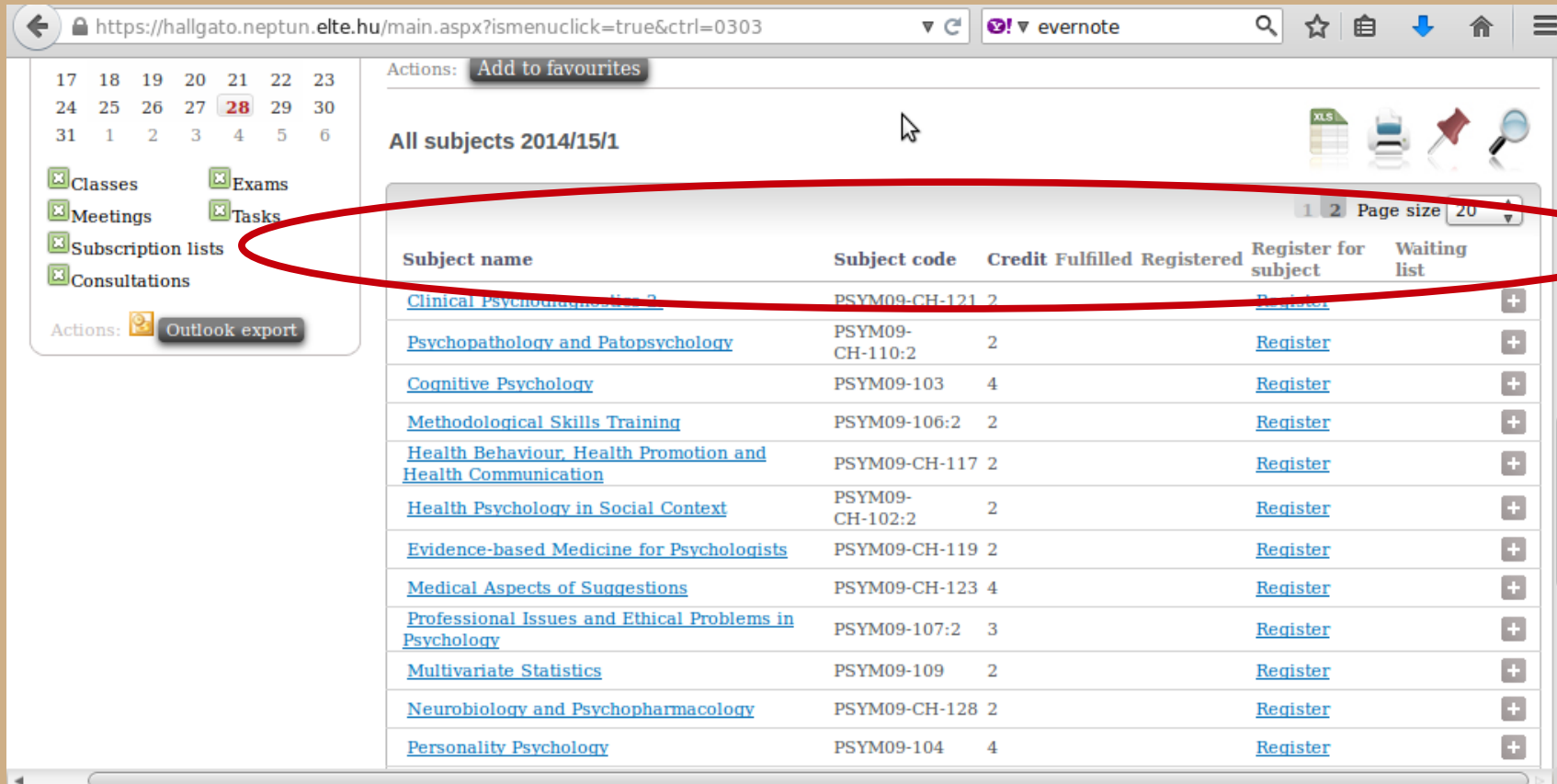
Choose the current semester (2021/22/1).
Set “Subject type” to “All subjects”, then click on “List subjects”.

The screenshot shows the NEPTUN system interface with the following elements:

- Filters section:**
 - Subjects currently offered:** A checkbox that is checked and circled in red.
 - Terms:** A dropdown menu showing "2014/15/1", circled in red.
 - Subject type:** Two radio buttons: "Subjects from curriculum" (selected) and "All subjects". Both are circled in red.
 - Curriculums:** A text field containing "pszichológiatudomány doktori képzés - moduláris 2013".
 - Subject group:** A dropdown menu showing "All".
 - Language:** A dropdown menu showing "All".
 - Period start/end:** Two dropdown menus, both showing "Monday".
 - Subject name, code, lecturer, and course code:** Empty text input fields.
- Buttons:**
 - List subjects:** A blue button at the bottom of the filters section, circled in red.
 - Add to favourites:** A button located below the "List subjects" button.
- Calendar:** A calendar for August 2014 is visible in the bottom left corner, with the 28th highlighted.

How to register

You should see a list similar to the one below. You can sort in ascending or descending order by clicking on the title of the relevant column (e.g., “Subject code”).



The screenshot shows a web browser window with the URL <https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0303>. The page displays a list of subjects for the 2014/15/1 academic year. A red oval highlights the table area.

Actions: [Add to favourites](#)

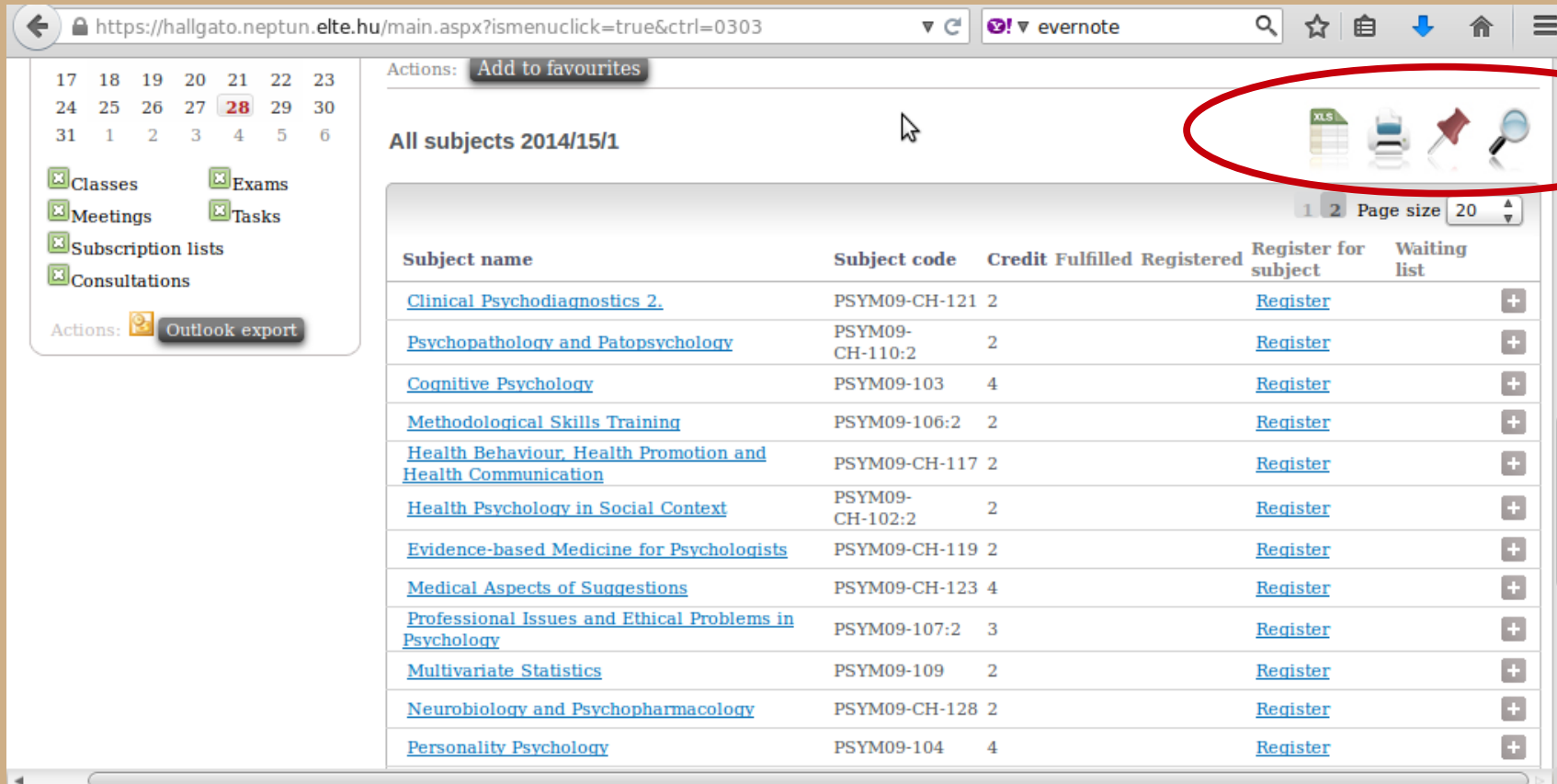
All subjects 2014/15/1

Page size: 20

Subject name	Subject code	Credit	Fulfilled	Registered	Register for subject	Waiting list
Clinical Psychology	PSYM09-CH-121	2			Register	+
Psychopathology and Patopsychology	PSYM09-CH-110:2	2			Register	+
Cognitive Psychology	PSYM09-103	4			Register	+
Methodological Skills Training	PSYM09-106:2	2			Register	+
Health Behaviour, Health Promotion and Health Communication	PSYM09-CH-117	2			Register	+
Health Psychology in Social Context	PSYM09-CH-102:2	2			Register	+
Evidence-based Medicine for Psychologists	PSYM09-CH-119	2			Register	+
Medical Aspects of Suggestions	PSYM09-CH-123	4			Register	+
Professional Issues and Ethical Problems in Psychology	PSYM09-107:2	3			Register	+
Multivariate Statistics	PSYM09-109	2			Register	+
Neurobiology and Psychopharmacology	PSYM09-CH-128	2			Register	+
Personality Psychology	PSYM09-104	4			Register	+

How to register

This search will list all of ELTE's courses. Use the search icon ("magnifying glass") to search for subject codes.

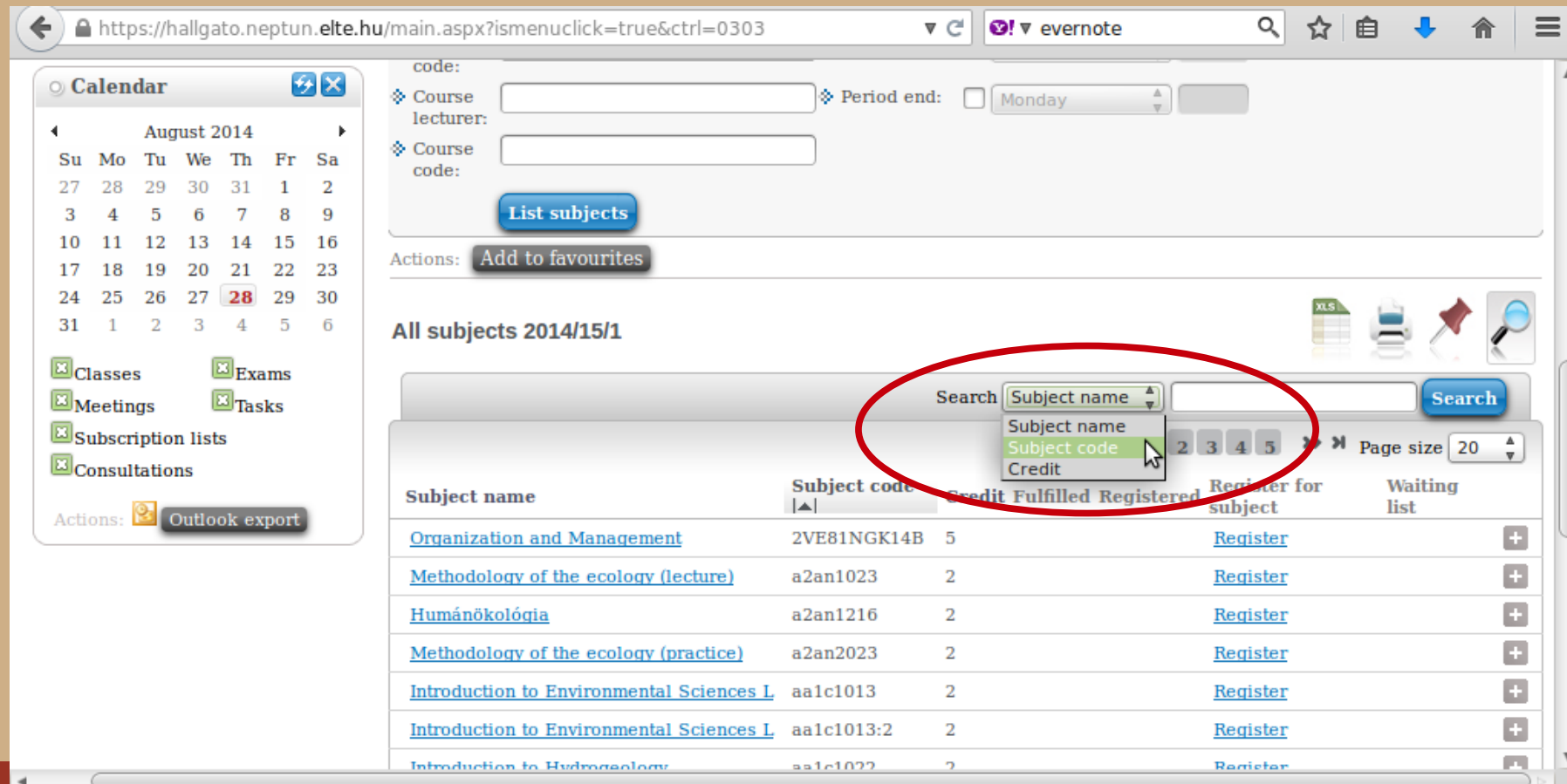


The screenshot shows the ELTE Neptun system interface. The browser address bar displays the URL: <https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0303>. The page title is "All subjects 2014/15/1". A red circle highlights the search icon (magnifying glass) in the top right corner of the page. The left sidebar contains a calendar and a list of navigation links: Classes, Exams, Meetings, Tasks, Subscription lists, and Consultations. The main content area displays a table of subjects with columns for Subject name, Subject code, Credit, Fulfilled, Registered, Register for subject, and Waiting list. The table lists 12 subjects, all with a "Register" link and a "+" button in the "Waiting list" column.

Subject name	Subject code	Credit	Fulfilled	Registered	Register for subject	Waiting list
Clinical Psychodiagnostics 2.	PSYM09-CH-121	2			Register	+
Psychopathology and Patopsychology	PSYM09-CH-110:2	2			Register	+
Cognitive Psychology	PSYM09-103	4			Register	+
Methodological Skills Training	PSYM09-106:2	2			Register	+
Health Behaviour, Health Promotion and Health Communication	PSYM09-CH-117	2			Register	+
Health Psychology in Social Context	PSYM09-CH-102:2	2			Register	+
Evidence-based Medicine for Psychologists	PSYM09-CH-119	2			Register	+
Medical Aspects of Suggestions	PSYM09-CH-123	4			Register	+
Professional Issues and Ethical Problems in Psychology	PSYM09-107:2	3			Register	+
Multivariate Statistics	PSYM09-109	2			Register	+
Neurobiology and Psychopharmacology	PSYM09-CH-128	2			Register	+
Personality Psychology	PSYM09-104	4			Register	+

How to register

You will see a search field and then you can search by title (any word), subject code and credit number.



The screenshot shows the NEPTUN system interface. On the left is a calendar for August 2014. The main area contains search filters for course lecturer and course code, with a 'List subjects' button. Below this is a table titled 'All subjects 2014/15/1'. A red circle highlights the search dropdown menu, which is open and shows options: 'Subject name', 'Subject name', 'Subject code', and 'Credit'. The table lists subjects with columns for Subject name, Subject code, Credit, Fulfilled, Registered, Register for subject, and Waiting list.

Subject name	Subject code	Credit	Fulfilled	Registered	Register for subject	Waiting list
Organization and Management	2VE81NGK14B	5			Register	+
Methodology of the ecology (lecture)	a2an1023	2			Register	+
Humánökológia	a2an1216	2			Register	+
Methodology of the ecology (practice)	a2an2023	2			Register	+
Introduction to Environmental Sciences I	aa1c1013	2			Register	+
Introduction to Environmental Sciences I	aa1c1013:2	2			Register	+
Introduction to Hydrogeology	aa1c1022	2			Register	+

How to register

Click on the title of a course to view its data.

The screenshot shows the NEPTUN ELTE web portal. The browser address bar displays the URL: <https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0303>. The page title is "All subjects 2014/15/1". On the left sidebar, there are navigation links: "Classes", "Exams", "Meetings", "Tasks", "Subscription lists", and "Consultations". Below these links is an "Outlook export" button. The main content area shows a table of subjects. A search bar at the top right of the table contains the text "psym09". The table has columns: "Subject name", "Subject code", "Credit", "Fulfilled", "Registered", "Register for subject", and "Waiting list". The "Cognitive Psychology" course is highlighted with a red circle, and its subject code "PSYM09-103" is also circled. A mouse cursor is pointing at the "Cognitive Psychology" link.

Subject name	Subject code	Credit	Fulfilled	Registered	Register for subject	Waiting list
Developmental Psychology I.	PSYM09-101	2			Register	+
Cognitive Psychology	PSYM09-103	4			Register	+
Personality Psychology	PSYM09-104	4			Register	+
Methodological Skills Training	PSYM09-106:2	2			Register	+
Professional Issues and Ethical Problems in Psychology	PSYM09-107:2	3			Register	+
Communicational Skills Training	PSYM09-108	3			Register	+
Multivariate Statistics	PSYM09-109	2			Register	+
Introduction to Counselling and Clinical Psychology	PSYM09-CH-101:2	2			Register	+
Health Psychology in Social Context	PSYM09-CH-102:2	2			Register	+
Health Psychophysiology	PSYM09-CH-103:2	2			Register	+
Addictive Behaviours	PSYM09-CH-105:2	2			Register	+

How to register

Click on the number of a group to view its data.

Subject details

Available courses Basic data Topic Textbooks Students Tabular pre-requirement

Cognitive Psychology (PSYM09-103)

Available courses

Actions: Save Cancel

Course code	Course type	Headcount/Waiting list/Limit	Ranking score	Class schedule info.	Lecturers	Language	Site Comm.	Description
1	Lecture	0/3/999	!		Király Ildikó Dr., Takács Ádám	English	Sz,16:00-1...	

Number of results:1-0/0 (16 ms)

Actions: Save Cancel

Click on Save to take the selected courses from the list above!

Beyond course maximum headcount limits, the institution can enable waiting lists. When the course headcount or the limit changes, you might automatically take the course if you were the next on the waiting list.

How to register

Here you can view the data of the group of a given course, for example, its teachers or which other students attending this group.

The screenshot shows a web browser window with the URL <https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0303>. The page is titled "Course details" and features a navigation bar with tabs: "Basic data", "Students", "Lecturers", "Textbooks", "Class schedule", "Attendance statistics", "Tasks", and "E-materials". The "Basic data" tab is selected and highlighted with a red oval. Below the tabs, the "Basic data (1)" section displays the following information:

- ❖ Code: **1**
- ❖ Subject name: **Cognitive Psychology**
- ❖ Exam type: **Written;**
- ❖ Minimum headcount: **0**
- ❖ Maximum headcount: **999**
- ❖ Max. number of waiting-list: **0**
- ❖ Language: **English**
- ❖ Term: **2014/15/1**
- ❖ Description:
- ❖ Notes: **Sz,16:00-18:15***IZU Révész**
- ❖ Course type: **Lecture**
- ❖ Course price:
- ❖ Class schedule information:
- ❖ Lecturers: **Király Ildikó Dr., Takács Ádám**
- ❖ Internet address:
- ❖ Preliminary requirement:
- ❖ Course type identifier: **Normal**

A blue button labeled "More class schedule information" is located at the bottom of the page. The browser's address bar at the bottom shows the same URL as the top bar.

How to register

Days in Hungarian

Monday	hétfő (H)
Tuesday	kedd (K)
Wednesday	szerda (Sze/Sz)
Thursday	csütörtök (Cs)
Friday	péntek (P)
Saturday	szombat (Szo/Sz)
Sunday	vasárnap (V)



How to register

If you go back to where you can see the groups for the course, you can register by checking the box next to the row, and clicking on “Save”.

Subject details

Available courses | Basic data | Topic | Textbooks | Students | Tabular pre-requirement

Cognitive Psychology (PSYM09-103)

Available courses

Actions: Save Cancel

Course code	Course type	Headcount/Waiting list/Limit	Ranking score	Class schedule info.	Lecturers	Language	Site Comm.	Description	
1	Lecture	0/3/999	!		Király Ildikó Dr., Takács Ádám	English	Sz,16:00-1...		<input type="checkbox"/>

Number of results:1-0/0 (31 ms)

Actions: Save Cancel

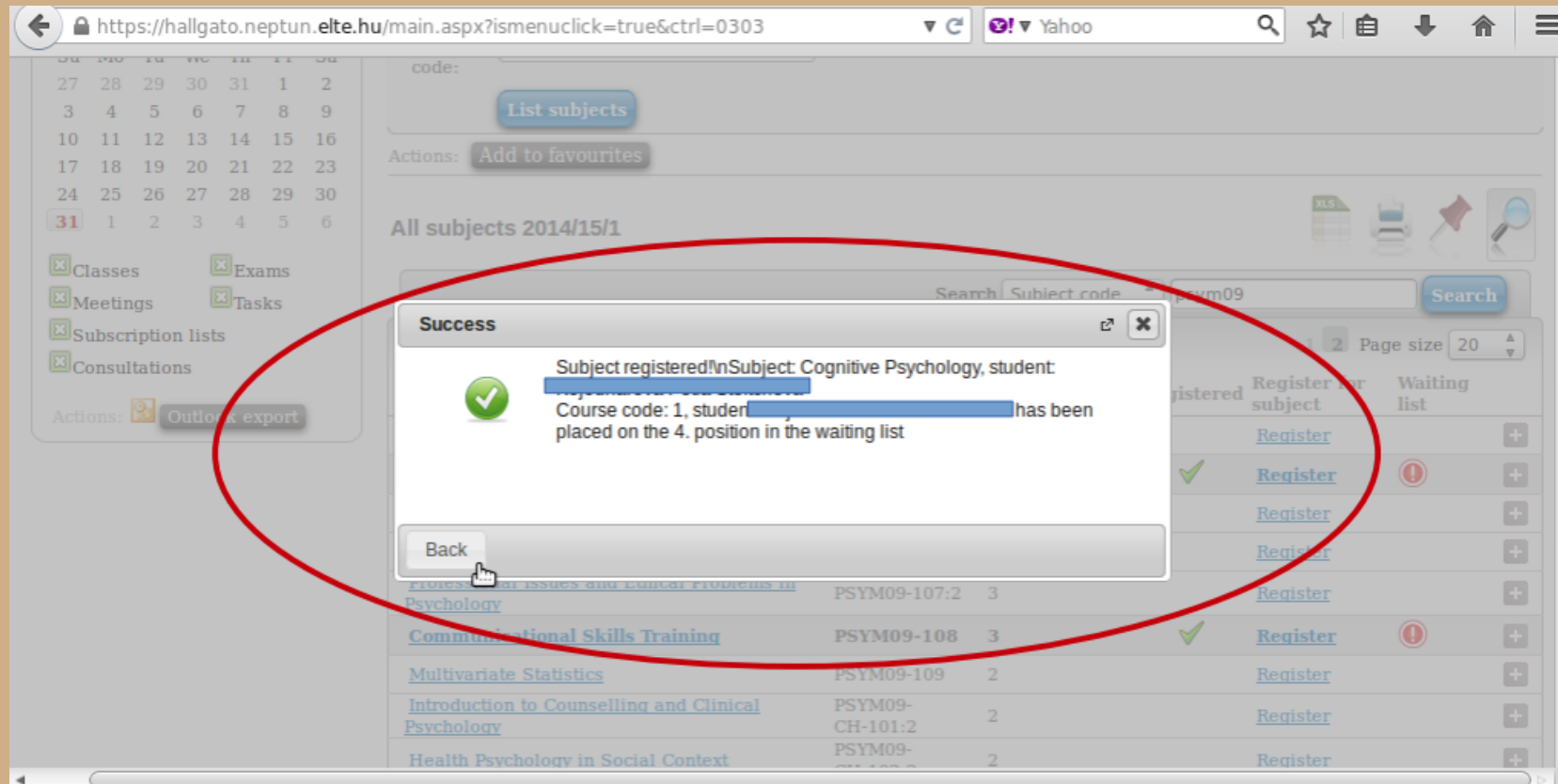
Click on Save to take the selected courses from the list above!

Beyond course maximum headcount limits, the institution can enable waiting lists. When the course headcount or the limit changes, you might automatically take the course if you were the next on the waiting list.

https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0303#

How to register

The popup window will tell you whether you registered successfully.



How to register

This is another example with a course with 4 groups. You can see the course title, but also the groups, their teachers, the head count, how many people have signed up, etc.

Subject details

Available courses Basic data Topic Textbooks Students Tabular pre-requirement

Communicational Skills Training (PSYM09-108)

Available courses

Actions: Save Cancel

Course code	Course type	Headcount/Waiting list/Limit	Ranking score	Class schedule info.	Lecturers	Language	Site Comm.	Description	
<u>1</u>	Practice	0/0/15	!		Fekete Olívia	English	P,9:00-13:...	in blocks	<input type="checkbox"/>
<u>2</u>	Practice	0/0/15	!		Fekete Olívia	English	P,9:00-13:...	in blocks	<input type="checkbox"/>
<u>3</u>	Practice	0/0/12	!		Farkas Judit	English	K,13:00-16...	odd weeks	<input type="checkbox"/>
<u>4</u>	Practice	0/0/12	!		Farkas Judit	English	K,13:00-16...	even weeks	<input type="checkbox"/>

Number of results:1-0/0 (16 ms)

Actions: Save Cancel

Click on Save to take the selected courses from the list above!

How to register

Choose one, then check the box next to it and click on “Save”. During the course registration period you can change for another group or drop the course.

Subject details

Available courses | Basic data | Topic | Textbooks | Students | Tabular pre-requirement

Communicational Skills Training (PSYM09-108)

Available courses

Actions: Save Cancel

Course code	Course type	Headcount/Waiting list/Limit	Ranking score	Class schedule info.	Lecturers	Language	Site	Comm.	Description	
1	Practice	0/0/15	ⓘ		Fekete Olívia	English	P,9:00-13:...		in blocks	<input type="checkbox"/>
2	Practice	0/0/15	ⓘ		Fekete Olívia	English	P,9:00-13:...		in blocks	<input type="checkbox"/>
3	Practice	0/0/12	ⓘ		Farkas Judit	English	K,13:00-16...		odd weeks	<input checked="" type="checkbox"/>
4	Practice	0/0/12	ⓘ		Farkas Judit	English	K,13:00-16...		even weeks	<input type="checkbox"/>

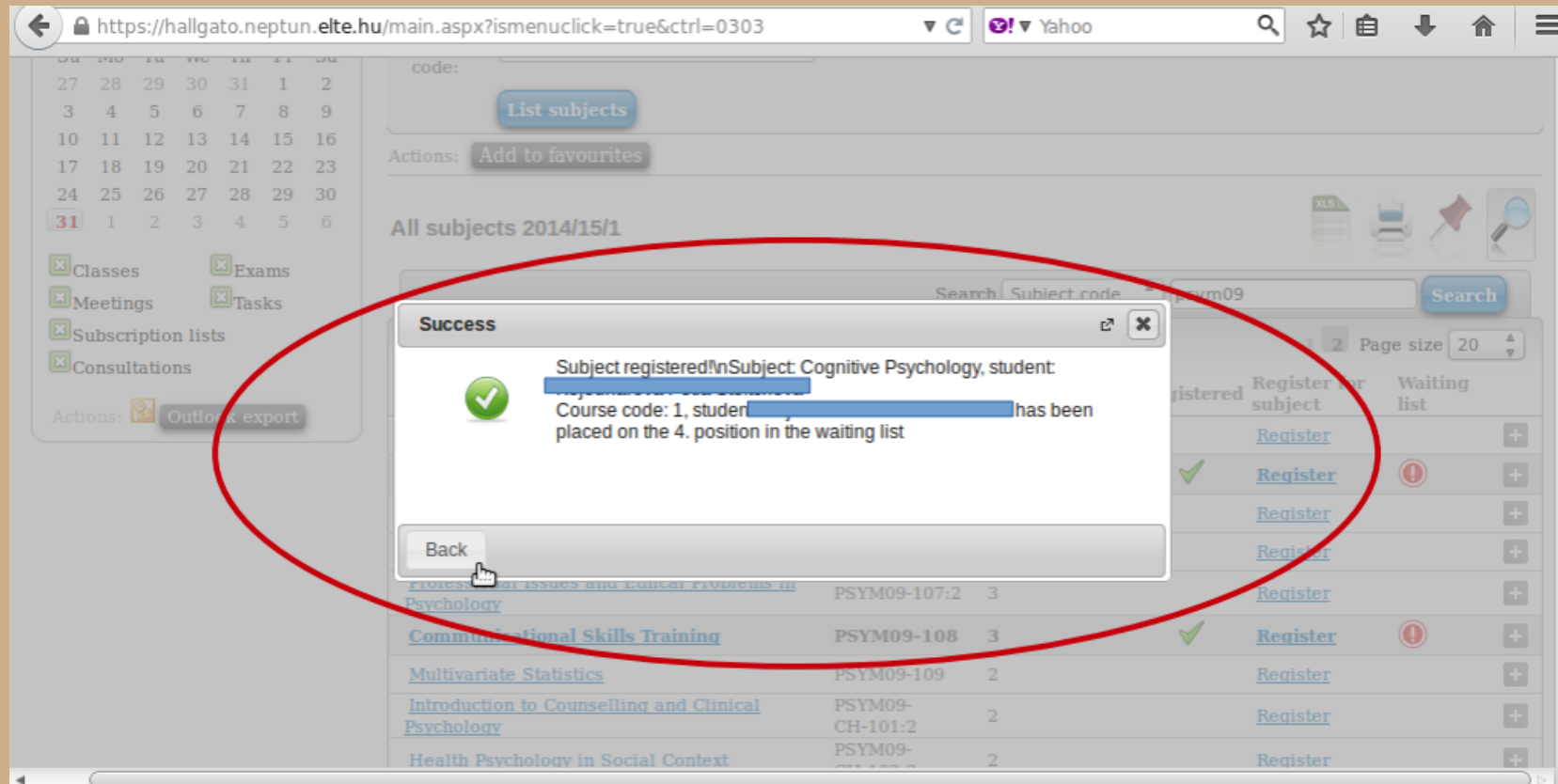
Number of results:1-0/0 (16 ms)

Actions: Save Cancel

Click on Save to take the selected courses from the list above!

How to register

The popup window will tell you whether you registered successfully.



Problems with registration

- Full head count:
the limit of the number of students is reached
- Pre-requisite:
full-time students have to take some other courses in advance to be able to complete the current one
- Course from another faculty

Full head-count

- If the course cannot take more students, Neptun will not allow you to sign up.
- This case, you need a written (email) permission from the professor if the limit can be raised.
- Then send the permission to your study coordinator who will deal with the issue.

Courses with pre-requisites (full-time)

- It can happen you are not allowed to register for a subject in Neptun because the course requirement is not fulfilled.
- This case, check if the prerequisite is strong or weak.
- Weak prerequisites are OK, but you need to complete the prerequisite and the course with the prerequisite in the same semester.
- Strong prerequisites need permission from the Educational Committee. This case, talk to your coordinator first.

Courses with pre-requisites (part-time)

- It can happen you are not allowed to register for a subject in Neptun because the course requirement is not fulfilled.
- This case, you also need a written (email) permission from the professor if you are allowed to take the course.
- Then send the permission to your study coordinator who will deal with the issue.

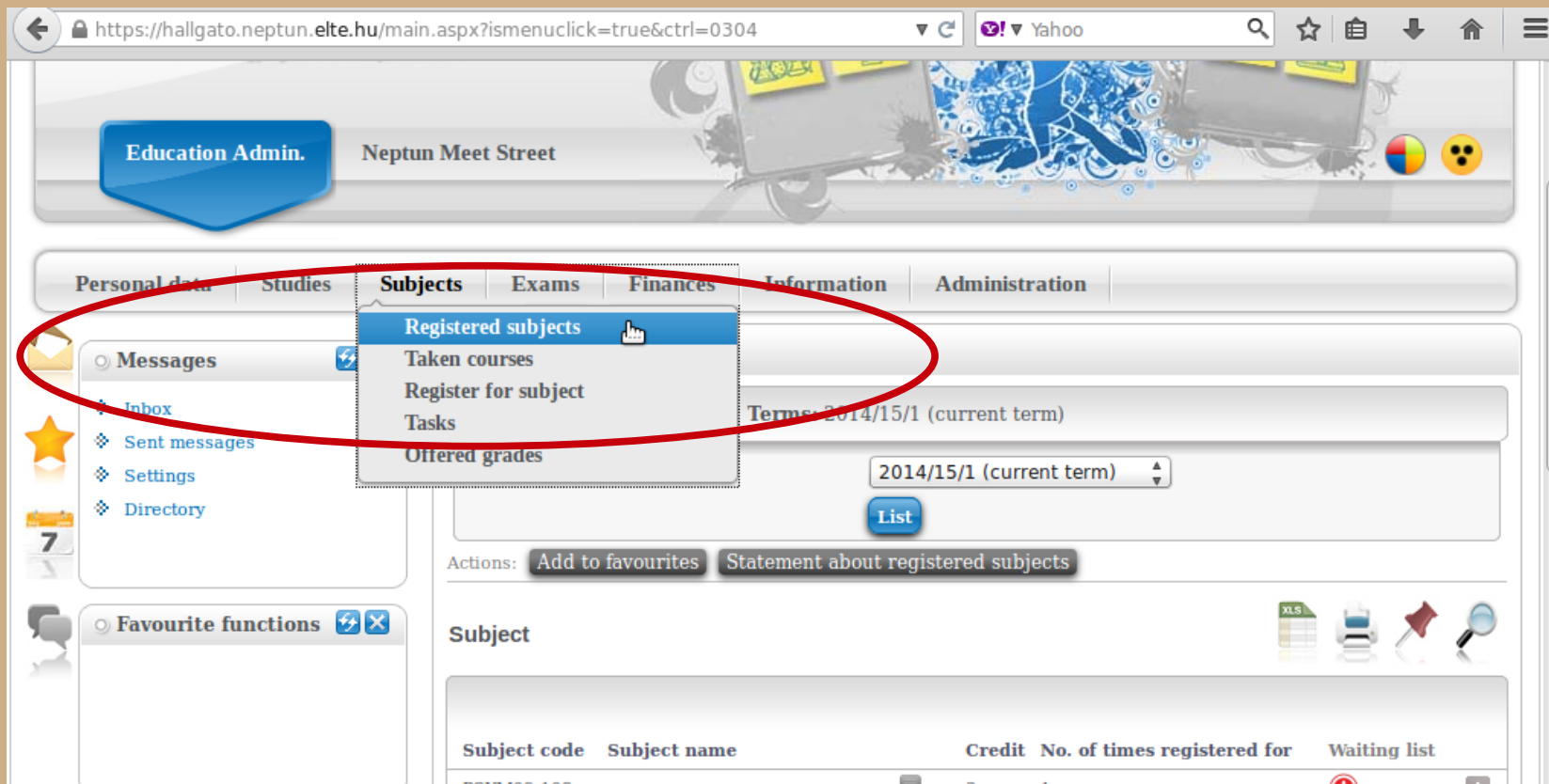
What to include in the email?

When you write to the teacher, and later to your coordinator regarding the course registration include the followings.

- Your name.
- Your Neptun code.
- The subject code (e.g. BBN-ANG17-214).
- The name of the teacher.
- In the case of seminars, the course code (letter or number of the group)
- What problem you have with the registration.

How to check the registration

In order to see the list of courses for which you have signed up, go to “Registered subjects” in the “Subjects” menu.



How to check the registration

Choose the relevant semester and then click on “List”.

The screenshot shows the NEPTUN system interface for checking registered subjects. The main content area is titled "Registered subjects" and contains a "Filters" section. Within the "Filters" section, the "Terms" dropdown menu is set to "2014/15/1 (current term)". A red oval highlights this dropdown menu and the "List" button below it. The "List" button is a blue button with a hand cursor over it. Below the "List" button, there are two buttons: "Add to favourites" and "Statement about registered subjects". The left sidebar contains three sections: "Messages" with links to "Inbox", "Sent messages", "Settings", and "Directory"; "Favourite functions"; and "Calendar" showing the month of August 2014. The top navigation bar includes a search bar, a user profile icon, and a "Yahoo" logo.

How to check the registration

Here you can see a list of courses you are now registered for, as well as how many credits you have signed up for in total.

The screenshot shows the 'Registered subjects' page in the NEPTUN system. The page includes a sidebar with 'Messages' and 'Favourite functions' sections. The main content area displays a table of registered subjects for the current term (2014/15/1). The table has the following data:

Subject code	Subject name	Credit	No. of times registered for	Waiting list
PSYM09-108	Communicational Skills Training	3	1	!
PSYM09-103	Cognitive Psychology	4	1	!

Below the table, a yellow callout box with a smiley face icon states: 'Total number of credits taken in the term: 7'.

How to deregister

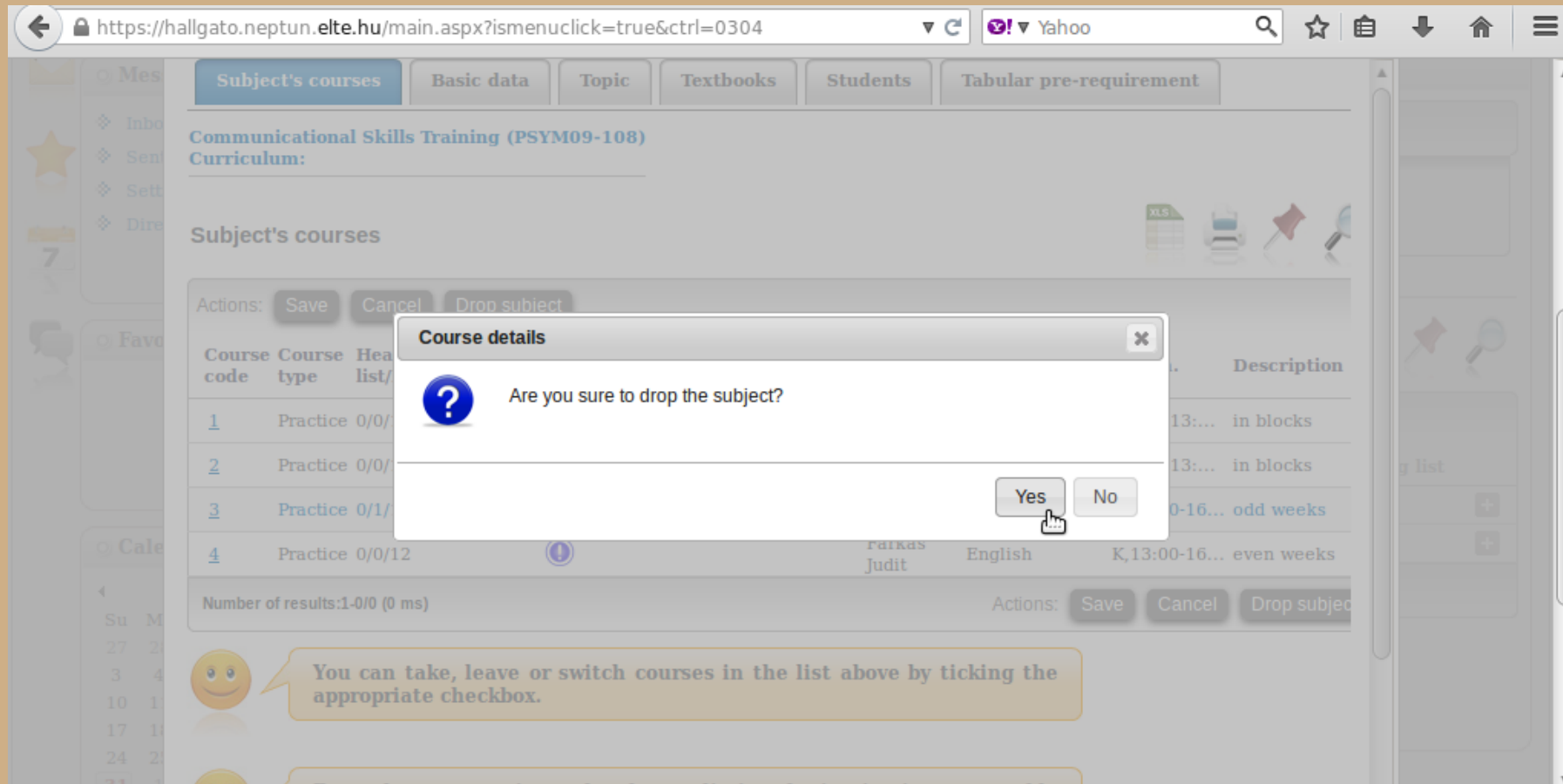
You can also sign off from a course here. Click on the “+” sign and then click on “Deregister subject”.

The screenshot shows the NEPTUN system interface. On the left, there are navigation panels for Messages (Inbox, Sent messages, Settings, Directory), Favourite functions, and a Calendar for August 2014. The main area is titled 'Registered subjects' and includes a 'Filters' section with 'Terms: 2014/15/1 (current term)' and a 'List' button. Below this, there are 'Actions' (Add to favourites, Statement about registered subject) and a 'Subject' table. The table has columns for Subject code, Subject name, Credit, and No. of times. A row is visible for 'PSYM09-103 Cognitive Psychology' with 4 credits and 1 time. A red circle highlights a context menu that appears when clicking the '+' icon in the table row. The menu options are: Details, Change taken course, Deregister subject (highlighted), Print base data of the subject, Results, and Forum. Below the table, there is a message box stating 'Total number of credits taken in the term: 4'.

Subject code	Subject name	Credit	No. of times
PSYM09-103	Cognitive Psychology	4	1

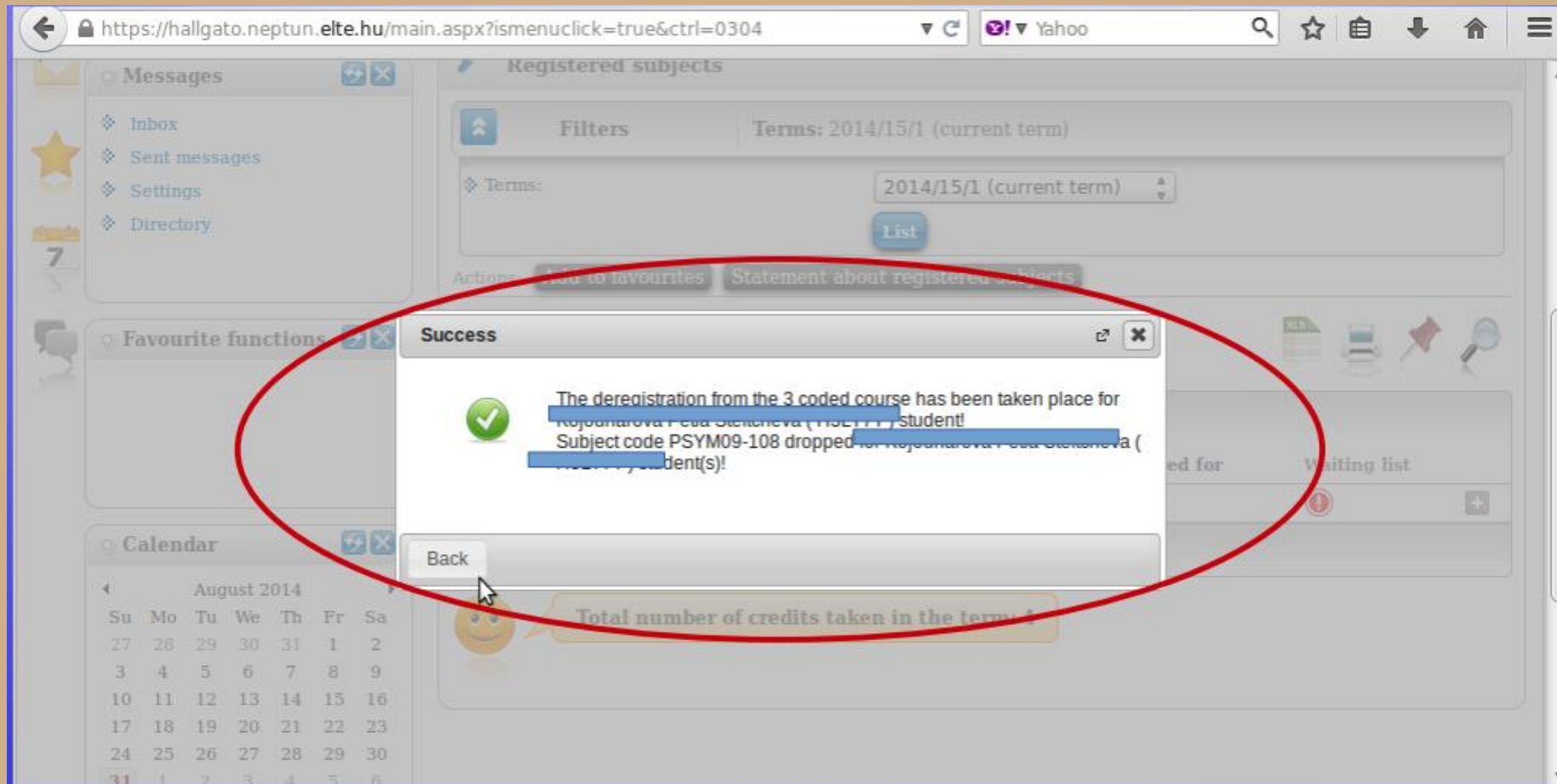
How to deregister

A popup window in order to confirm your choice.



How to deregister

Another popup window to confirm that you have been successful.



How to deregister

You can also sign off from the course in the Register for subjects menu by clicking on the “Drop subject” option.

Subject details

Subject's courses | Basic data | Topic | Textbooks | Students | Tabular pre-requirement

Communicational Skills Training (PSYM09-108)
Curriculum:

Subject's courses

Actions: Save Cancel Drop subject

Course code	Course type	Headcount/Waiting list/Limit	Ranking score	Class schedule info.	Lecturers	Language	Site	Comm.	Description
1	Practice	0/0/15	ⓘ		Fekete Olivia	English	P,9:00-13:...		in blocks
2	Practice	0/0/15	ⓘ		Fekete Olivia	English	P,9:00-13:...		in blocks
3	Practice	0/1/12	ⓘ ⓘ 133/1914357334		Farkas Judit	English	K,13:00-16...		odd weeks
4	Practice	0/0/12	ⓘ		Farkas Judit	English	K,13:00-16...		even weeks

Number of results: 1-0/0 (0 ms)

Actions: Save Cancel Drop subject

You can take, leave or switch courses in the list above by ticking the appropriate checkbox.

After course registration

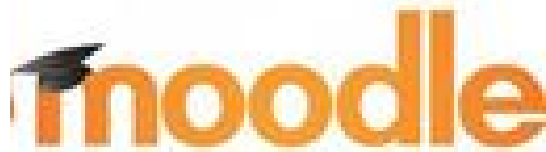


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ONLINE PLATFORMS DURING STUDIES



Online education

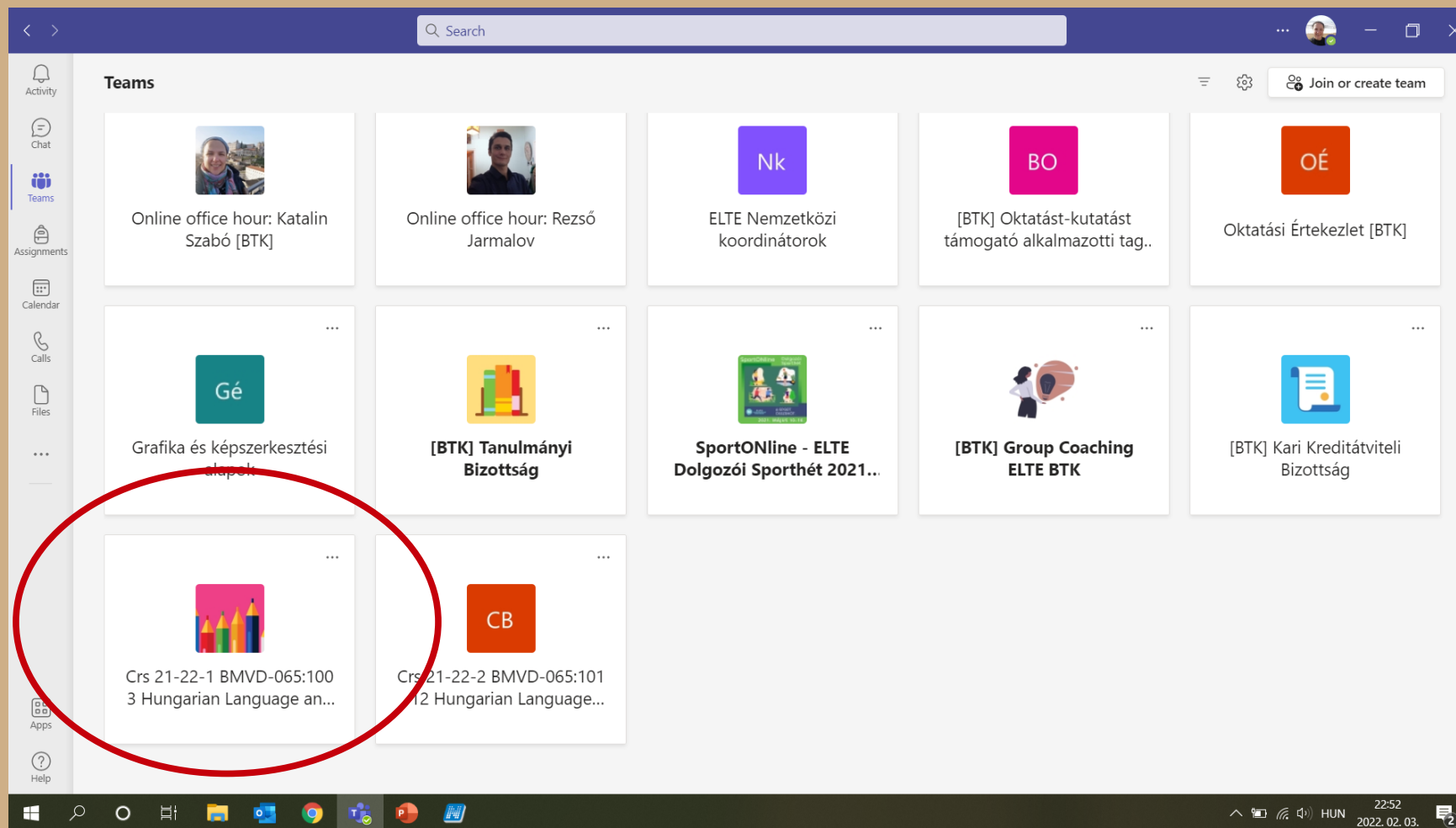
- When you are registered for a course, Neptun and the integrated programmes and applications are synchronized every night.
- If everything goes well, the following day, you can see your subject group in the connected programmes/applications like Teams, Moodle, Canvas, etc.
- Check the materials, messages in Canvas, Moodle, Teams.
- Check the course requirements.
- Join the online classes.

Microsoft Teams

- Use Teams with your ELTE email address.
- After successful course registration, you should see the group of the class in Teams within 24 hours.
- If not, contact the teacher of the class to add you manually to the group.
- Join the online classes.
- Download the materials from the shared space of the class group.



Microsoft Teams



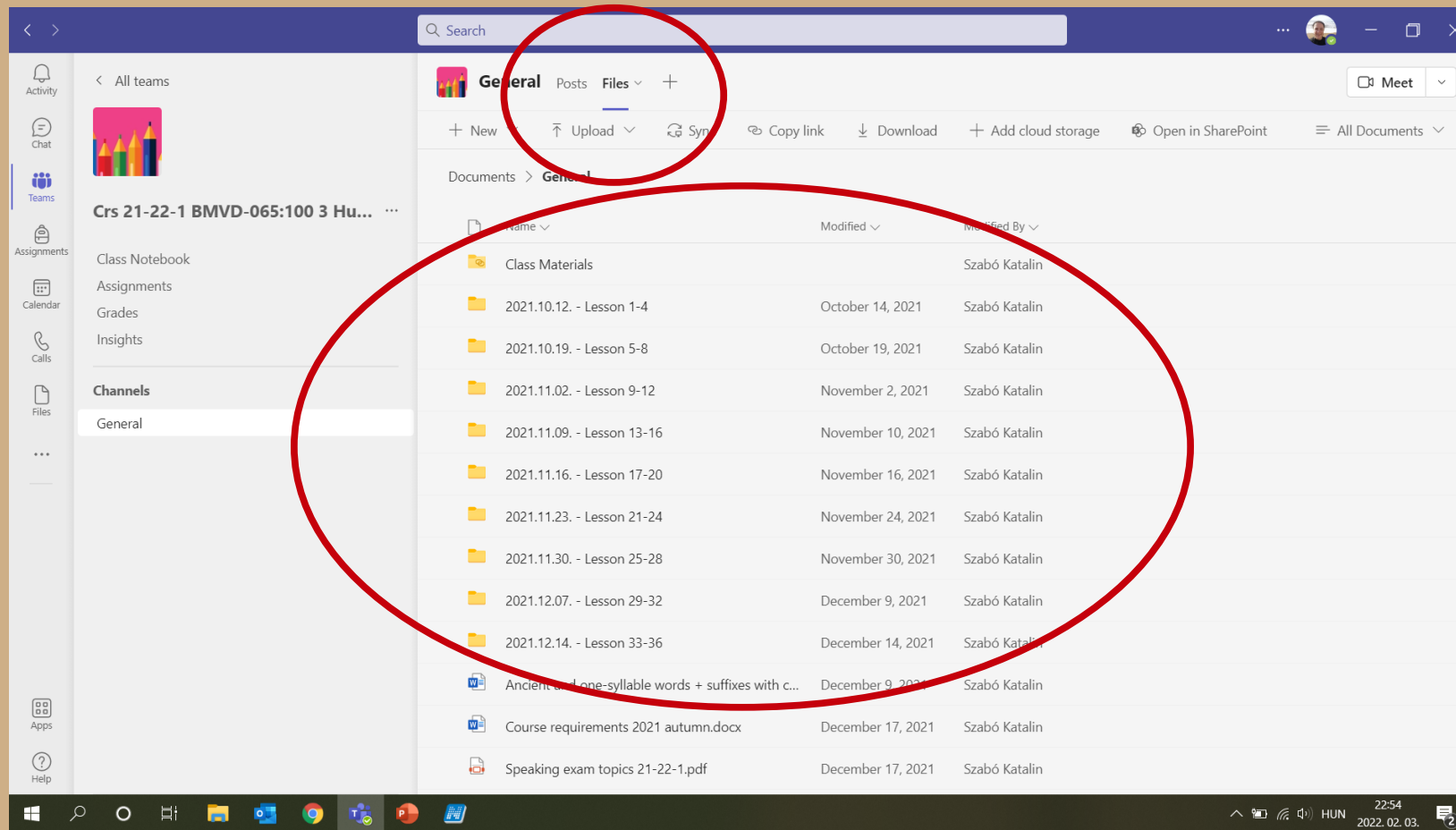
ELTE

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Microsoft Teams

Download the materials from the shared space of the class group.



Zoom

- Zoom is not integrated into Neptun.
- If the teacher has the class via Zoom, you should get a link to the meeting.
- Click on the link, and join the meeting.

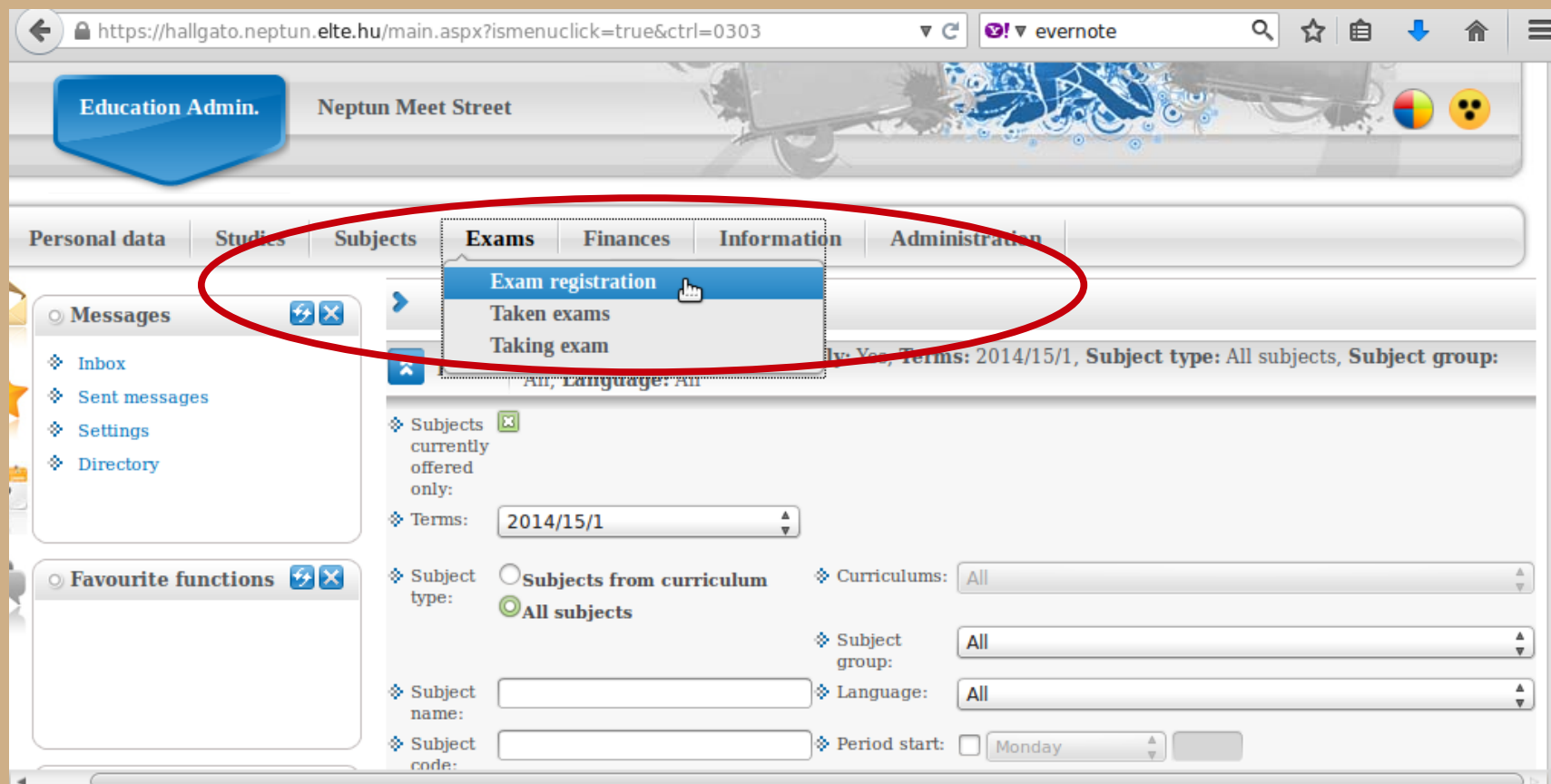


First week

- The first week is to get used to the system.
- Administration can be slower: teachers' reply, coordinator is busy, Neptun errors
- Not a great problem if you miss some classes during the first week.
- You can drop courses if you do not like them on the first week.

Exam registration

You must register for the exams for all lecture courses, otherwise you will not be allowed to have the exam. Exam registration will open in May.



Exam registration

This is when you can look for exam dates, once they are uploaded. You can list all dates or only dates for one course.

https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0401

Personal data | Studies | Subjects | Exams | Finances | Information | Administration

Messages

- Inbox
- Sent messages
- Settings
- Directory

Favourite functions

Calendar

August 2014

Su Mo Tu We Th Fr Sa

Exam registration

Exam filters

Terms: 2013/14/2, Subject: Every subject

Terms: 2014/15/1

Subject: Every subject

List exams

Actions: Add to favourites

Exams

Subject	Subject code	Course Type	Exam start	Member/Limit (Course limit)	Reg./Limit (Exam limit)	Rooms	Lecturers	Preliminary exam condition	Final exam condition	Description
No result										

Number of results: 1-0/0 (421 ms)

Page size: 20

Exam registration

This is an example when you want to see the dates for only one course.

https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0401

Personal data | Studies | Subjects | Exams | Finances | Information | Administration

Messages
Inbox
Sent messages
Settings
Directory

Favourite functions

Calendar
August 2014
Su Mo Tu We Th Fr Sa

Exam registration

Exam filters
Terms: 2013/14/2, Subject: Every subject

Terms: 2014/15/1
Subject: Communicational Skills Training (PSYM09-108)

List exams

Actions: Add to favourites

Exams

Subject	Subject code	Course Type	Exam start	Member/Limit (Course limit)	Reg./Limit (Exam limit)	Rooms	Lecturers	Preliminary exam condition	Final exam condition	Description
No result										

Number of results: 1-0/0 (421 ms)

Exam registration

By checking the “Taken exams”, you can see a list of your exam dates.

The screenshot shows the ELTE Neptun system interface. The 'Exams' tab is selected in the top navigation bar. Below it, the 'Taken exams' sub-tab is highlighted. The 'Terms' dropdown is set to '2014/15/1'. The 'List' button is visible. The 'Exams (Term: 2014/15/1)' section is circled in red. Below this, a table header is visible with columns: Subject, Subject code, Course, Exam type, Exam retake type, Exam start, Rooms, Lecturers, Limit (Course limit), Appeared, Exam id, and Result. The table content shows 'No result' and 'Number of results: 1-0/0 (125 ms)'. The left sidebar contains 'Messages' (Inbox, Sent messages, Settings, Directory) and 'Favourite functions'. The bottom left shows a calendar for August 2014.

Personal data | Studies | Subjects | **Exams** | Finances | Information | Administration

Exam registration
Taken exams
Taking exam

Terms: 2014/15/1

Terms: 2014/15/1
List

Actions: Add to favourites

Exams (Term: 2014/15/1)

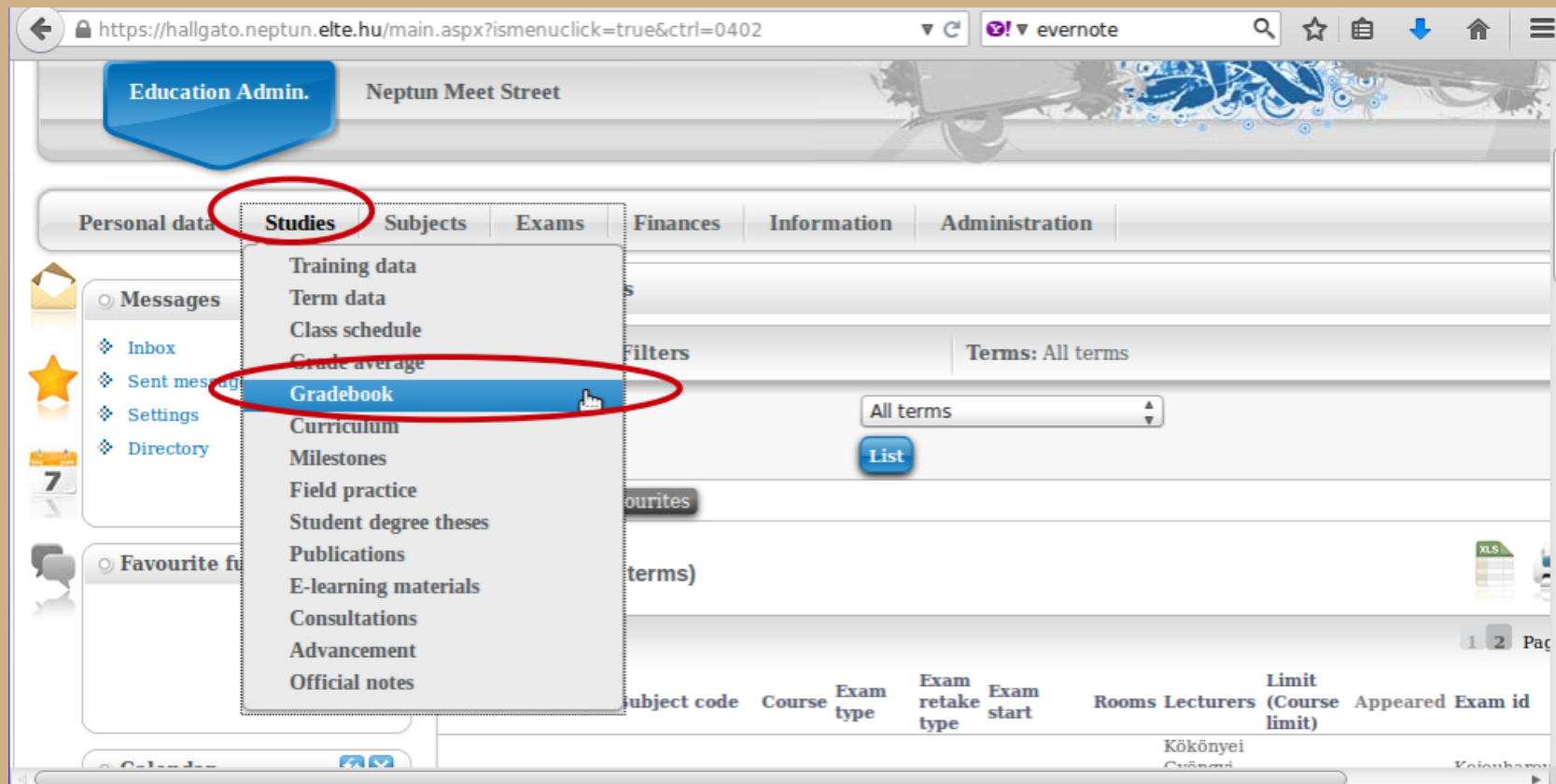
Page size: 20

Subject	Subject code	Course	Exam type	Exam retake type	Exam start	Rooms	Lecturers	Limit (Course limit)	Appeared	Exam id	Result
No result											
Number of results: 1-0/0 (125 ms)											

Calendar: August 2014
Su Mo Tu We Th Fr Sa
27 28 29 30 31 1 2

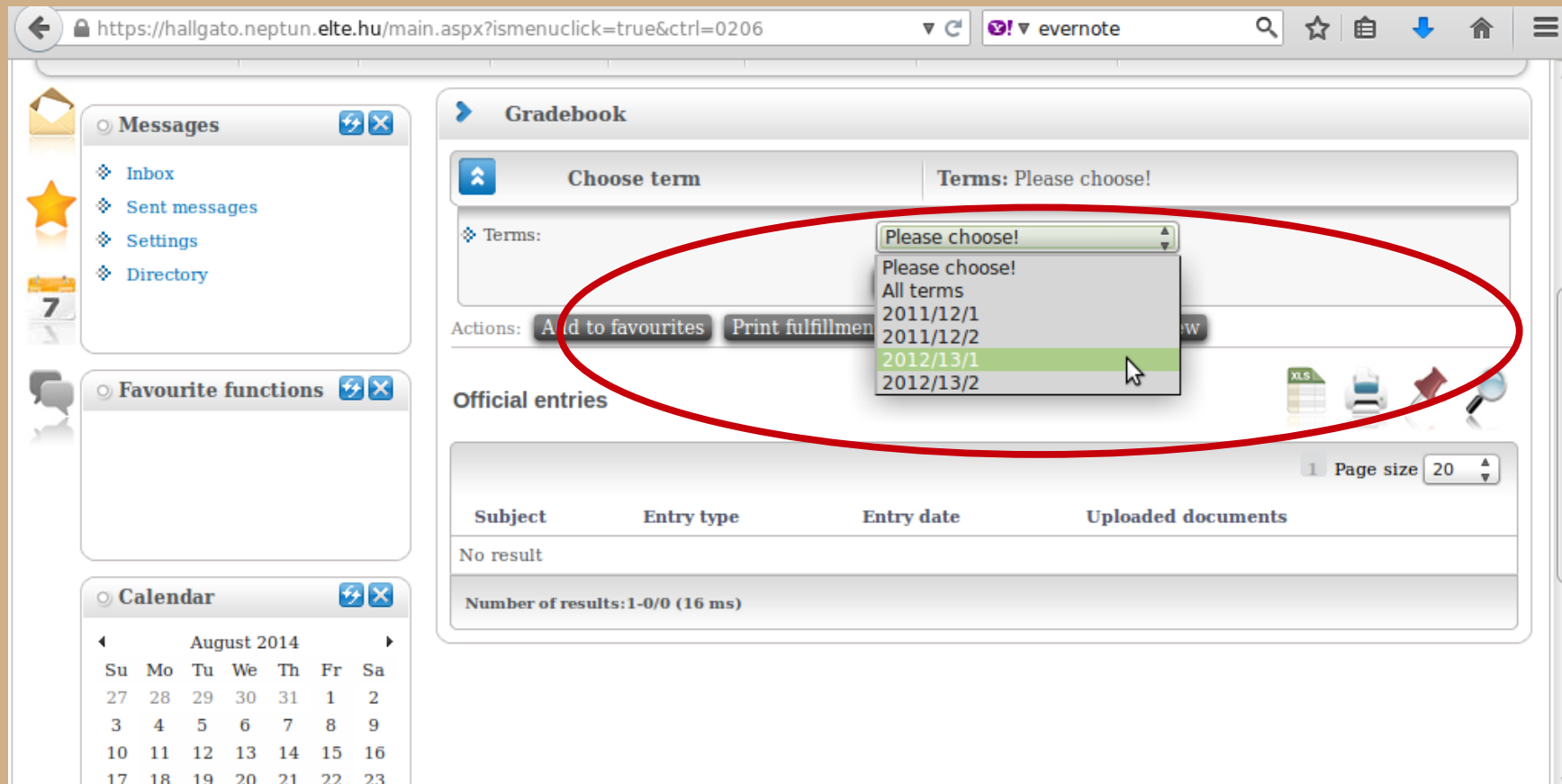
Check your progress

In order to check the progress of your studies (courses which you have completed, credits and grades), the best place is the “Gradebook”.



Exam registration

You can check for one semester only or for all of the semesters when you were “active”.



The screenshot shows the ELTE Neptun system interface. The browser address bar displays `https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0206`. The page layout includes a left sidebar with sections for Messages (Inbox, Sent messages, Settings, Directory), Favourite functions, and a Calendar for August 2014. The main content area is titled "Gradebook" and features a "Choose term" tab. A dropdown menu is open under the "Terms:" label, showing options: "Please choose!", "Please choose!", "All terms", "2011/12/1", "2011/12/2", "2012/13/1" (highlighted), and "2012/13/2". Below the dropdown, there are buttons for "Add to favourites" and "Print fulfillment". The "Official entries" section contains a table with headers: "Subject", "Entry type", "Entry date", and "Uploaded documents". The table currently shows "No result". At the bottom of the table, it states "Number of results: 1-0/0 (16 ms)". A red oval highlights the dropdown menu and the "Add to favourites" button.

Exam registration

You will see a list like this one.

https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0206

Settings
Directory

7

Favourite functions

Calendar

August 2014

Su Mo Tu We Th Fr Sa

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31 1 2 3 4 5 6

Classes Exams
Meetings Tasks
Subscription lists

Terms: 2012/13/1

List

Actions: Add to favourites Print fulfillment page Gradebook print preview

Term gradebook rows - 2012/13/1

Subject code	Subject name, Lecturer	Cr. Req.	Class (T/P/L)	Signature	Grades	Notes	Waiting list	Fulfilled
PSZM-102	Developmental Psychology 2., Kalmár Magdolna	2	exam	2/0/0		ETR kurzfelv_id :13047380 Kurzus kód :PSZM-102		!
PSZM-105	Social-psychology, Kiss Paszkál, Kollár Katalin Dr.	4	exam	3/0/0	Fail Kiss Paszkál 1/18/2013 Good Kiss Paszkál 1/31/2013 Excellent	ETR kurzfelv_id :13000058 Kurzus kód :PSZM-105		✓
PSZM-KF-110	Control of Behaviour and Action, Nádasdy Zoltán Dr.	3	exam	2/0/0	Nádasdy Zoltán Dr. 1/8/2013	ETR kurzfelv_id :13000062 Kurzus kód :PSZM-KF-110		✓
PSZM-KF-111	Higher Order Cognitive Processes, Ragó Anett	3	exam	2/0/0	Excellent Ragó Anett 1/15/2013	ETR kurzfelv_id :13000063 Kurzus kód :PSZM-KF-111		✓



PAYMENTS

e.g. dormitory fee, sport courses, administrative fees

In Neptun study system

by bank card

by money
transfer

Guide: <https://qter.elte.hu/Statikus.aspx/GylK-Penzugy>



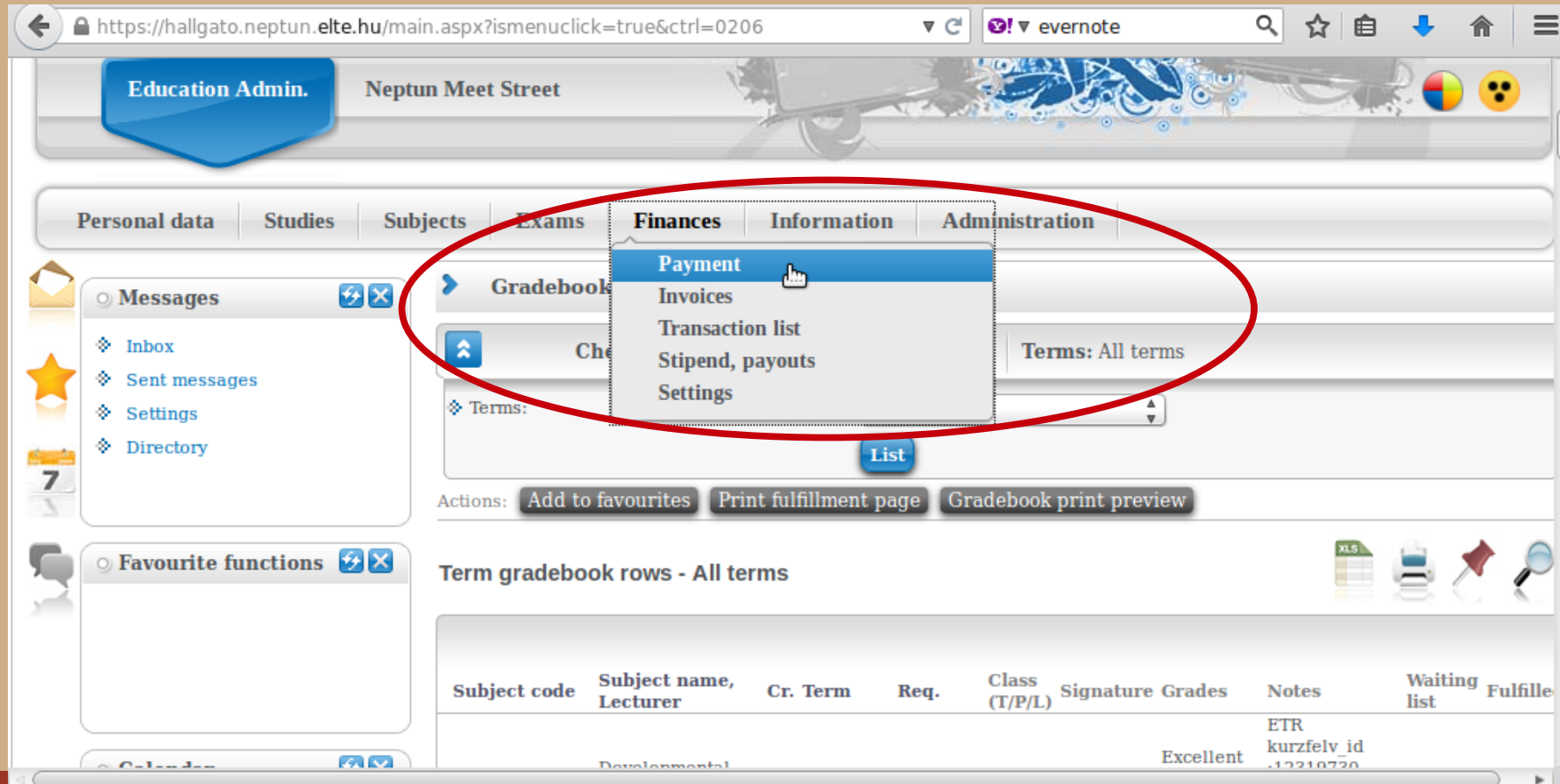
ELTE

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Payments in Neptun

Any unpaid fee, which deadline has passed, will block the Neptun and you will not be able to register for anything.



Payments in Neptun

You will see a list of what fees you have, whether they are active still, their deadlines, etc.
You will also see the amount you have in the joint account.

The screenshot shows the 'Payment' section of the Neptun system. A red oval highlights the 'Choose items to pay in' section, which includes a warning message: 'Attention! Collective account payment is not possible for you, because you have not transferred amount'. Another red oval highlights the 'Transcribed items' table, which lists payment details. The table has columns for Name, Term, Type, Subject code, Amount, Imposition date, Service fulfillment, Deadline, Status, and Invo num. The first row shows a payment of 298,000 HUF for the term 2010/11/1, with a deadline of 10/15/2010 and status 'Fulfilled'. The second row is partially visible, showing a payment of 298,000 HUF for the term 2010/11/2, with a deadline of 10/15/2010 and status 'Fulfilled'. The browser address bar shows the URL: https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0501. The browser tabs show 'evernote'.

Payment

Filters Terms: All terms, Status: All

Terms: All terms
Status: All

Actions: Add to favourites Transcribe item

1) Choose items to pay in

Attention! Collective account payment is not possible for you, because you have not transferred amount

Payments Pay back

Transcribed items[All terms, All]

Actions: Pay in Delete

Name	Term	Type	Subject code	Amount	Imposition date	Service fulfillment	Deadline	Status	Invo num
Konvertált	2010/11/1			298,000 HUF	9/28/2010	9/8/2010	10/15/2010	Fulfilled	
Konvertált	2010/11/2			298,000 HUF	9/28/2010	9/8/2010	10/15/2010	Fulfilled	

Payments in Neptun

You can see a list of fees as well as their details.

Actions: Add to favourites Transcribe item

1.) Choose items to pay in

Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!

Payments Pay back

Transcribed items[All terms, All]

Actions: Pay in Delete

Name	Term	Type	Subject code	Amount	Imposition date	Service fulfillment	Deadline	Status	Invoice number	SL1 State	SL2 State	
Konvertált	2010/11/1				9/28/2010	9/8/2010	10/15/2010	Fulfilled				<input type="checkbox"/>
Konvertált	2009/10/2				3/3/2010	2/1/2010	3/15/2010	Fulfilled				<input type="checkbox"/>
Csekkrögzítő: 3100000000000000004717206	2008/09/1			360 HUF	9/4/2008	9/4/2008	9/18/2008	Fulfilled				<input type="checkbox"/>
Konvertált	2008/09/2				2/24/2009	2/2/2009	3/15/2009	Fulfilled				<input type="checkbox"/>
Konvertált	2008/09/1				9/11/2008	9/1/2008	10/15/2008	Fulfilled				<input type="checkbox"/>
Konvertált	2009/10/1				10/6/2009	9/2/2009	10/15/2009	Fulfilled				<input type="checkbox"/>
Konvertált	2010/11/2				3/1/2011	2/7/2011	3/15/2011	Fulfilled				<input type="checkbox"/>
PhD költségterítés/önköltség	2013/14/1				9/10/2013	9/10/2013	10/31/2013	Deleted				<input type="checkbox"/>



Payment steps

By bank card

1. Choose the item(s) you want to pay for.
2. Click on the Pay in button.
3. Choose the bank card payment.
4. The payment works as an online shopping payment.
Neptun uses the OTP Simple platform.
(It does not mean you need an OTP bank account)



Payment steps

By transfer

1. Transfer money to ELTE's bank account.
2. 1-3 days until it is converted to the Neptun account.
3. The money appears in your Neptun.
4. Choose the item(s) in Neptun, and click on the „Pay in” button.
5. Choose the „joint account payment” option.

Guide:

<https://qter.elte.hu/Statikus.aspx/GyIK-Penzugy>



Automatic payment

- If you want to be sure to have no debts, you can transfer money to your Neptun account in advance.
- Neptun has an automatic system to fulfil payments weekly.
- So if you have money on your Neptun account, when a payment obligation appears, Neptun completes it automatically.



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Have a nice semester.